

## LEAVE OF ABSENCE REQUEST FORM

Please be advised that the Department for Education have advised schools to only authorise leave of absence/holidays in exceptional circumstances, hence School will not approve any absence in term time, except in such circumstances. Please complete the section below and return to school at least one month before the requested absence. School will endeavour to respond to your request within 5 working days. Please note that taking your child away during the school term is detrimental to educational progress.

Please be aware that if holidays are taken without approval, this information will be passed to our Education Welfare Officer. Taking an unauthorised holiday is a Criminal Offence and may result, depending on the circumstances of each case, in either a Penalty Notice being issued or Prosecution in the Magistrates Court.

A Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 Days is £60, between 22 and 28 days is £120. Penalty Notices are issued to each parent, per child.

However, if a penalty notice is not paid then the Parents may be prosecuted in the Magistrates Court. In some cases, a Penalty notice will not be offered at all and the matter referred immediately for Prosecution.

In the Court the penalty is a fine of up to £1000 and a Criminal Record.

More information can be found on the Wokingham Borough Council website or from the Education Welfare Service.

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Pupil's name.....Year .....

Reason for absence in term time and place of visit. (This must be completed) If the absence is for religious observance, please include the name and contact details of your place of worship.

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Absence Period from (1<sup>st</sup> day of absence).....to (return date to school).....

Number of school days to be missed .....

Sibling details Name(s) / School(s) .....

Signature of Parent(s) / Carer(s)..... Date.....

Print Name of Parent(s) / Carer(s) .....

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### School use only

Attendance .....%      Unauthorised absence .....%      Authorised absence.....%

Previous Year's Attendance.....%      Has holiday already been taken this school year?      Yes / No

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### School Response

Your request for leave of absence is    Approved        Not Approved   

Signed:.....      Date:.....

Headteacher