

LEAVE OF ABSENCE REQUEST



The Department of Education has advised schools to only authorise leave of absence/holidays in exceptional circumstances, Please complete the form 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 their educational progress.

Please be aware that if holidays are taken without approval, this information will be passed to our Education Welfare Officer and a Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 days is £60 per parent/carer per child. If paid between 22 and 28 days this sum increases to £120. Further details can be found on Wokingham Borough Council website or from the Education Welfare Service. If the fine is not paid the matter will be taken to court.

Name of child	
Class	
First day of absence	
Return date to school	
Number of days absence	
Sibling details - Name(s) / School(s)	
Reason for absence in term time (this must be completed with an accompanying letter giving full details. Supporting documents required eg: flight details/wedding invitation/official invite etc.	
I understand that regular and punctual attendance at school is both a legal requirement and essential for pupils to maximize their educational opportunities. I accept that the school will not be able to provide work covered in class during my child's absence.	
Signature of parent(s) / Carer(s)	
Date	
FOR OFFICE USE ONLY	
Attendance: Has an exceptional circumstance leave of absence been authorized this year? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current year: % authorized unauthorized..... % Previous year: %
Sibling Attendance:	Current year: % authorized unauthorized..... % Previous year: %
Absence code to be applied to this request: P - Approved sporting activity (authorized) R- Religious observance (authorized) J - Interview / entrance exam (authorized) M - Medical / dental appointments (authorized) G- Family holiday (not authorized) H - Family holiday (authorized due to exceptional circumstances) C - Other authorized circumstances O - Other unauthorized	
School Response: Your request for leave of absence has been considered and <input type="checkbox"/> has been approved <input type="checkbox"/> has not been approved Comments: Headteacher's signature: Confirmed date: SIMs updated:	