

WALTER INFANT SCHOOL - LEAVE OF ABSENCE REQUEST FORM

Please be advised that Wokingham Children's Services and 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. If approved your child will be expected to collect and complete all missed work. 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 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, between 22 and 28 days it is £120. Penalty notices are issued to each parent per child. More details are on the Wokingham Borough Council website or from the Education Welfare Service.

Pupil's name: Class:

Reason for absence in term time (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 (1st day of absence).....to (return date to school).....

Number of school days to be missed

Sibling details Name(s) / School(s)

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

Name of Parent(s) / Carer(s)

School use only

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

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

Walter Infant School – Leave of Absence Request Reply Slip

Name: Class

Your request for leave of absence has been considered and:
The Leave has not been authorised as we cannot authorise holiday
Leave has been authorised for the following reason
The following code will be applied to the register

Signed:..... Date:..... Name:.....

Please read before completing the Leave Request form:

The Governors and Headteacher advise anyone considering an application for leave of absence, to seek authorisation **before booking**

As normal school procedure, a record of a child's attendance will be included in their end of year report.

Requests to take a child out of school to participate in a performance or sporting/musical activities or events will be considered by the Headteacher. The school accepts that such opportunities are valuable to a child's overall education.

There will also be occasions where a particular family event takes place in term time and each application will be considered by the Headteacher. In the case of a funeral, this will be authorised by the Headteacher. It is important, therefore, that each application is completed fully and the reason for the absence is made clear.

You will be notified by return slip or letter if the leave request is authorised or unauthorised.

NB: Unauthorised absence, in line with Wokingham Borough Council policy, could incur a Penalty notice