



**LEAVE OF ABSENCE REQUEST FORM**

The Department for Education have advised schools to only authorise leave in exceptional circumstances and that taking your child out of school during the school term is detrimental to their educational progress.

To submit a request, complete the first section of the form, returning it to the school office at least one month in advance of the requested leave of absence. School will endeavour to respond within 5 school days. If approved, your child will be expected to collect and complete all missed work.

Where holidays are taken without authorisation, this information will be passed to the Education Welfare Officer and a Penalty Notice may be issued without further warning. Payment within 21 days is £60 per parent/carer per child. Between 22 and 28 days, this rises to £120. If the fine is not paid, the matter will be taken to court.

Further information is available on the Wokingham Council website, or from the Education Welfare Service.

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Pupil's name..... Class .....

Reason for absence: If the absence is for religious observance, please include the name and contact details of your place of worship.

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First day of absence:..... Last day of absence:..... No of school days missed:.....

Details of any siblings (and schools).....

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Parent's name..... Signature .....

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**School use only**

Total attendance: .....% Authorised absence: .....% Unauthorised absence:.....%

Previous year's attendance:.....% Has leave of absence previously been taken this school year? Y/ N

Request considered and authorised: Yes / No

Headteacher's signature: ..... Date:.....