

## 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. 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.*

*Fixed Penalty Notices are a preventative measure to deter people from term time absences. In Wokingham this is the process:*

*1<sup>st</sup> Unauthorised holiday – FPN requested from school and issued to parents.*

*2<sup>nd</sup> Unauthorised holiday – FPN requested from school and issued to parents alongside a warning.*

*3<sup>rd</sup> Unauthorised holiday – referred to our legal department to be resolved via Magistrates Court under Section 444 of the Education Act 1996 or Section 36, The Children's Act 1989 to enforce attendance at school where appropriate.*

*This is across the school lifetime of a child from when they become statutory school age to when they leave in Year 11. As the local authority, we keep a record of the Penalty Notices that have been requested, raised, and paid.*

*Each case will be reviewed on an individual basis to ensure that it meets the Penalty Notice Code of Conduct.*

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

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

.....  
.....  
.....

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

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

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

Leave request approved / not approved.

**Additional Comments**

.....  
.....  
.....  
.....

Signed:.....

Date:.....

Jane Critchlow  
Headteacher