

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.

Pupil Details

Name of child	
Class	
First day of absence	
Return date to school	
Number of days absence	

Reason for Absence

Reason for absence in term time <i>(this must be completed with an accompanying letter giving full details. Supporting documents required eg: flight details/wedding invitation/official invite etc.)</i>	
If your request is for a family holiday/going abroad please can you state which parents the child will be travelling with	

Parent / Carer Declaration

I understand that regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise 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

Current year:% authorised% unauthorised%	Previous year:%
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School Response

Your request for leave of absence has been considered and ☐ has been authorised ☐ has not been authorised

Comments:

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Headteacher's signature: Confirmed date:

Arbor updated:

Important Information

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. Penalty notices are issued to each parent, per child and may be issued without further warning.

The first penalty notice issued to a parent will be charged at £80 if paid within 21 days. This will be increased to £160 if paid within 28 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time or subsequent times within those 3 years, alternative action will be taken instead.

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.