The Hawthorns Primary School

LEAVE OF ABSENCE REQUEST FORM
(not for medical/dental type appointments)

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, and that taking your child out of school during the school term is detrimental to their educational progress. To submit a request, please complete the first section of the form 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. 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.

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

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

<u>Reason for absence</u> If the absence is for religious observance, please include the name and contact details of your place of worship.
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....Please continue overleaf if necessary.

First day of absence……………………………….. Last day of absence………………………………….

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

Sibling details Name(s)/School(s) ....

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

Name and Address of Parent(s)/Guardian (please print)...
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<u>School use only</u>

Attendance ………………%   Unauthorised absence ……………%   Authorised absence ……………%

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

Request considered and authorised: Yes/No

Headteacher's signature .... Date …………………..