



# WINNERSH PRIMARY SCHOOL

Headteacher: Mrs Nicola Davies

Greenwood Grove, Winnersh, Berkshire RG41 5LH

## 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. Unauthorised holiday absence of 5 days or more in a ten week period can result in the issuing of a Penalty Notice. 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 may be found on the Wokingham Council website or from the Education Welfare Service.

Pupil’s name (1)..... Class & Year .....

Pupil’s name (2) ..... Class & Year.....

Reason for absence in term time (please provide as much detail as possible and continue on reverse if needed)

- If the absence request is for religious observance, please include the name and contact details of your place of worship.
- If the absence request is for a special occasion e.g. family wedding - please provide a copy of the invitation and travel arrangements (such as flight bookings)

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

Total number of school days to be missed .....

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

Parents/Guardians Name..... Signature:.....Date:.....

### SCHOOL USE ONLY

Attendance (1).....%    Unauthorised absence (1).....%    Authorised absence (1).....%  
Has holiday already been taken this school year? Yes/ No    Previous Year’s Attendance .....

Attendance (2).....%    Unauthorised absence (1).....%    Authorised absence (1).....%  
Has holiday already been taken this school year? Yes/ No    Previous Year’s Attendance .....

Number of days approved.....    Number of days unauthorised.....

Signed:..... (Mrs Davies, Headteacher)    Date:.....