



**Application for leave of absence for exceptional circumstances**

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. During the academic year pupils are at school for 190 days and at home for 175 days.

Please fill in this form if you want to ask the Headteacher of your child's school to authorise a leave of absence during term time. You must ask well in advance and you are strongly advised to request leave of absence before you confirm your holiday arrangements. Under no circumstances will absences for family holidays in term time be authorised after they have happened. If you take your child out of school without the approval of the school, you could be liable to receive a Penalty Notice for failing to ensure your child's regular school attendance. Wokingham Borough Council will be implementing penalty notices this academic year.

**Each parent could be liable to receive a Penalty Notice for each child who is absent.**

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then may authorise up to five days of absence. The Headteacher will notify you of the decision within five days.

<b>Name of child:</b>		<b>Class:</b>
I am applying for leave of absence for my child for .....		
From (date) ..... to (date) .....		
Number of school days:		
This <b>cannot</b> be taken during the school holidays because:		
Has your child already had leave of absence in this school year? YES / NO		
If YES, please give dates and details:		
I also have children at ..... School		
Signed: (Parent/Carer)		Date:
<b>To be completed by the Headteacher</b>		
Child's attendance level over the last 12 months:		
Our overall school target for attendance this year is:		%
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised
Not approved		The absence will be recorded as unauthorised
Explanatory notes:		
Signed: (Headteacher)		Date:

