



Whiteknights

Growing Greatness

Whiteknights Primary School
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Headteacher: Mrs B Reynolds

Application for leave of absence for exceptional circumstances

The Department for Education has advised schools to only authorise leave of absence in 'exceptional' circumstances, hence School will not approve any absence in term time, except in such circumstances. The Headteacher will determine whether the reason given for requesting leave of absence is exceptional or not. Please also note that there is no automatic right to take holidays in term time nor will your child/ren's overall attendance affect the Headteacher's decision.

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 your request for leave of absence is 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 their 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 £80 and 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. Penalty Notices are issued to each parent, per child. 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 Educational Welfare Service.

Name of child:		Class:
I am applying for leave of absence for my child for		
From (date) to (date)		
Number of school days:		
This cannot 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:
To be completed by the Headteacher		
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:

