



Request for Leave of Absence from School

Student Name:	Class teacher:
<u>Name of parents:</u> (Please print)	

This form is to be completed and forwarded to **Mrs Andrea Sykes, Headteacher**. Wokingham Children’s Services and the Department for Education have advised schools to only authorise leave of absence/holidays in **exceptional circumstances**, hence Westende will not approve any absence in term time, except in such circumstances. Please note that taking your child away during the school term is detrimental to educational progress.

Please complete the section below and return to the school **at least one month** before the requested absence. The school will endeavour to respond to your request within 5 working days.

Please be aware that information regarding unauthorised holidays that are taken in term time, will be passed to our Education Welfare Officer and a Penalty Notice may be issued by the local authority without further warning. Payment of a Penalty Notice within 21 days is £60, or within 28 days is £120. Penalty notices are issued to each parent per child. More details at <http://wsh.wokingham.gov.uk/learning-and-teaching/welfare/penalty-notice/> or from the Education Welfare Service.

<u>Reason for absence in term time?</u>		
<u>Absence from:</u>	<u>Absence to:</u>	<u>No of days missed</u>
Signature of Parent(s)/Guardian:		Date:

School use only

Attendance	Unauthorised absence	Authorised absence	Previous Year’s Attendance
Date request received:	Parent notified/letter sent:	Holiday already taken this school year? Y/N	
Headteacher signature:		Date:	