

LEAVE OF ABSENCE REQUEST FORM

Please be advised that the **Department for Education** have advised schools to only authorise leave of absence/holidays in exceptional circumstances, hence Rivermead will not approve any absence in term time, except in such circumstances:

- a) for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- b) when a family needs to spend time together to support each other during or after a crises.

Please complete the section below and return to school at least one month before the requested absence. Rivermead will endeavour to respond to your request within 5 working days. 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, flight information can be requested and this information will be passed to our Education Welfare Officer at Wokingham Borough Council and a Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 days is £60 per parent/carer per child, between 22 and 28 days it is £120. Penalty notices are issued to each parent per child. More details on the Wokingham Council website or from the Education Welfare Service. If the fine is not paid the matter will be taken to court.

Pupil's Name Class

Reason for absence in term time (this must be completed). If the absence is for religious observance, please include the name and contact details of your place of worship.

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.....(Continue over)

Absence Period from (1st day of absence)to (return date to school)

Number of school days to be missed

Sibling Name (s) / School (s)

Signature of Parent/Carer Date

SCHOOL USE ONLY:

School Use Only:		
Attendance:.....%	UA.....%	AA.....%
Previous year's attendance.....%		
Has holiday already been taken this school year?		YES/NO
Letter sent: Y / N	On SIMS: Y / N	

Authorised..... Unauthorised: