



The Hawthorns Primary School

LEAVE OF ABSENCE REQUEST FORM
(not for medical/dental type appointments)

Please be advised that Wokingham Children's Services and the Department for Education have advised schools to only authorise leave of absence in exceptional circumstances, and that taking your child out of school 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.

The first penalty notice issued to a parent will be charged at £80 if paid within 21 days. 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.

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.

Pupil's name.....Year/Class

Reason for absence If the absence is for religious observance, please include the name and contact details of your place of worship.

.....Please continue overleaf if necessary.

First day of absence..... Last day of absence.....

Number of school days to be missed

Sibling details Name(s)/School(s)

Signature of Parent(s)/Guardian..... Date.....

Name and Address of Parent(s)/Guardian (please print).....

School use only

Attendance% Unauthorised absence% Authorised absence%

Previous Year's Attendance% Has holiday already been taken this school year? Yes / No

Request considered and authorised: Yes/No

Headteacher's signature Date