

**St Nicholas CE Primary School**  
**LEAVE OF ABSENCE REQUEST FORM**



Please be advised that Wokingham Children's Services and the Department for Education have advised schools to only authorise leave of absence/holidays in exceptional circumstances, hence St Nicholas CE Primary School will not approve any absence in term time, except in exceptional circumstances. Please complete the section below and return to school **at least one month** before the requested absence. 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, this information will be passed to our Education Welfare Officer (EWO) and a Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 days is £60, between 22 and 28 days it is £120. Penalty Notices are issued to each parent per child. More details can be found on the Wokingham Borough 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 leave of 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Absence Period from (1<sup>st</sup> day of absence) \_\_\_\_\_ to (return date to school) \_\_\_\_\_

Number of school days that will be missed: \_\_\_\_\_

Sibling details Name(s) / School(s):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent(s)/Carer(s) \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent(s)/Carer(s) \_\_\_\_\_

**School use only**

Attendance: \_\_\_\_\_%    Unauthorised absence \_\_\_\_\_%    Authorised Absence \_\_\_\_\_%    Lates: \_\_\_\_\_

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

Your request for leave of absence is    Approved     Not Approved

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_