



Headteacher
Mr P Sherwood

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Key information

Sonning Church of England Primary School, The Keys Academy Trust, Wokingham Borough Council and the government all believe that absence during term time should be avoided as it can have a damaging effect on pupils' education and overall achievement. However, it is recognised that there may be exceptional reasons which may justify authorisation of an absence by the school.

Please be advised that Wokingham's Children's Services and the Department for Education have advised schools to only authorise leave of absence/holidays in exceptional circumstances. Therefore, the school will not approve any absence in term time, except in such circumstances. Please complete the section below and return to school at least four weeks before the requested absence where at all possible. The school will endeavour to respond to your request within 5 working days. If approved, you should speak to your child's teacher regarding any work they may miss.

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 £60, between 22 and 28 days is £120. Penalty Notices are issued to each parent, per child. However, if a penalty notice is not paid then the parents (as defined overleaf) 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 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 Education Welfare Service

The term "parent" is as defined under Section 576 Education 1996, meaning the following:

- All natural parents, whether they are married or not.
- Any person who, although not a natural parent, has parental responsibility (as defined by the Children Act 1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

Leave of absence during term time form

Please complete this form in full, providing as much detail as possible. Failure to provide sufficient detail may result in a valid exceptional circumstance being unauthorised, which the school take no responsibility for. If the absence is for religious observance, please include the name and contact of your place of worship.

Name of pupil/s	
Year group/s	
First date of absence	
Date of return to school	
Total number of sessions absent (<i>where one half day = one session</i>)	



SONNING CHURCH OF ENGLAND PRIMARY SCHOOL

Ligugé Way, Sonning, Berkshire RG4 6XF

www.sonning.wokingham.sch.uk

spsadmin@sonning.wokingham.sch.uk



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Exceptional reason for absence

(please provide as much detail as possible below, or include additional evidence when submitting this form)

Siblings at other schools

Name	Date of birth	School attended



Building strong foundations for the years ahead (Matthew 7:24-25)



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Name of parent <i>(with whom the child resides)</i>	
Signature of parent	
Date of application	

For school office to complete

Date received		Date decision letter sent	
Previous academic year's attendance %			
Current overall attendance %			
Authorised absence %		Unauthorised absence %	
Has unauthorised absence already been taken this academic year?			YES / NO

For designated official to complete

Date assessed		Exceptional reason accepted?	YES / NO
Signature			
Reason for decision			



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