



## LEAVE OF ABSENCE

The Emmbrook School will not approve absence in term time unless special circumstances apply. Only in exceptional circumstances will absence be authorised since regular and punctual attendance is not only a legal requirement but essential if students are to maximise their educational opportunities. (Attendance Policy can be found on the About the School section of our website [www.emmbrook.wokingham.sch.uk](http://www.emmbrook.wokingham.sch.uk) or a paper copy can be requested from the school.)

To apply for Leave of Absence for your son/daughter, please complete the section below and return to the school office. Applications for absences of 4 days or less should be made at least two weeks before the required absence. For absences of 5 days or longer your request should be made at least a month in advance. The school will endeavour to respond to your request within 5 working days via the Attendance Officer. Your son/daughter will be expected to speak to their class teachers regarding work missed during this period.

Please be aware that for all unauthorised holidays the school is required to inform the Education Welfare Officer and a Penalty Notice may be issued without further warning if the holiday is for 5 days or more. A Penalty Notice is issued per child, per parent/carer and requires payment of £60 within 21 days, or £120 within 28 days. (More details are available from the Education Welfare Service.)

Student's name: ..... Tutor Group: .....

Date of Application: .....

Reason for absence (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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Absence Period from (1st day of absence) ..... to (last day of absence) .....

Number of school days to be missed .....

Signature of Parent/Carer ..... Date .....

Name of Parent/Carer (please print) .....

Name(s) of sibling(s) and school .....

### School use only

Attendance to date: .....%      Unauthorised absence to date: .....%

Leave of absence days granted to date: ..... Leave of absence authorised Y/N Code .....

Headteacher: Mr P O'Neill ..... Date: .....