



Leave of Absence

The Emmbrook School will not approve absence in term time unless special circumstances apply. Only in exceptional circumstances will absence be authorized for a student whose attendance is below 95% since regular punctual attendance is not only a legal requirement but essential, if students are to maximise their education opportunities. The Attendance Policy can be found on the school website [www.emmbrook.wokingham.sch.uk](http://www.emmbrook.wokingham.sch.uk).

To apply for Leave of Absence for your son/daughter, please complete the section below and return to the school office.

For absences of 5 days or longer your request should be made at least a month in advance.

Please be aware that if holidays are taken without approval, this information will be passed to our Education Welfare Officer and a Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 days is £60, within 28 is £120.

More details at [www.wokingham.gov.uk/penaltynotices](http://www.wokingham.gov.uk/penaltynotices) or from the Education Welfare Service

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

Date of application: .....

Reason for absence (must be completed)

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Absence Period from (1<sup>st</sup> day of absence) ..... To (last day of absence) .....

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

Signature of Parent/Guardian ..... Date .....

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

School use only

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

Leave of Absence days granted to day: .....

Leave of Absence authorised Y/N Code: .....

Mr N McSweeney: ..... Date: .....  
Headteacher

