



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 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. It is a statutory requirement for children to attend school during term time and there is a strong link between attendance and achievement. To apply for Leave of Absence for your son/daughter, please complete the section below and return to absences@emmbrook.wokingham.sch.uk or 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. Taking an unauthorised holiday is a criminal offence and may result, depending on the circumstances of each case, in either a Fixed Penalty Notice being issued or prosecution in the Magistrates Court.

Fixed Penalty Notices can be issued for 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school day has 2 sessions: 1 morning and 1 afternoon session per day so 1 day of absence is 2 sessions. The 10 sessions can be with any combination of unauthorised absence and do not have to be consecutive. Penalty Notices are issued to each parent, per child and may be issued without further warning. Payment of a Penalty Notice within 21 days is £80, within 28 days is £160.

More details at www.wokingham.gov.uk/penaltynotices or from the Education Welfare Service

Student's name: Tutor Group:

Date of application:

Reason for absence (must be completed)

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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/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

