



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. 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 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 Penalty Notice being issued (when the absence is 5 days or more) or prosecution in the Magistrates Court. 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/penaltnotices or from the Education Welfare Service

Student's name: Tutor Group:
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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)
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Number of school days to be missed

Signature of Parent/Guardian Date
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Name of Parent/Guardian (please print)
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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:

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Headteacher

