

As of the 1st September 2013, Headteachers can no longer grant any leave of absence during term time unless there are exceptional circumstances. As a school, we do implement the fixed penalty fine procedures for unauthorised absences, which is initially a fine of £60 per child, per parent, which can rise to £120 if not paid within 28 days. **Please return this form to the Attendance Officer in Student Reception. You will be notified of the decision by letter within 5 days of you request being received.**

Parent to Complete

Name of Student:		Tutor :
Purpose of Absence:		
Reason for absence during term time:		
If absence is due to work commitments during school holidays please provide proof, ie letter from employer.		
Proposed start date of absence from school:	Signed :	
.....	
Date of return to school:	Date :	
.....	
Details of siblings (of school age) requesting leave with any other school:		
Name of school sibling attends:		

Attendance Officer/Headteacher to Complete

Number of days absence requested	
Percentage of attendance (past 12 months)	
Term Time Holiday (Y/N) and Dates	
Headteacher's approval/reason for not approving absence:	
Signed	
Dr C Wilson – Executive Headteacher	
Dated	

If the Headteacher's approval is not given and the holiday is still taken the absence will be recorded as unauthorised and may be referred to in any reference by the school. The school and West Berkshire Council have the power to impose a fixed penalty fine in these circumstances.