



## **Maiden Erlegh in Reading REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL**

This form is to be completed and forwarded to **Mr A Johnson, Head Teacher**.

*(Please note a **minimum notice of fifteen school days** is required otherwise requests may well be declined.)*

### **Term Time Holidays**

Following a change in the law in September 2013, schools can no longer authorise any leave during term unless it is for 'exceptional circumstances'. Any application for 'leave of absence' must be made at least 15 school days **before** the holiday commences and the decision to authorise such an absence remains entirely with the school and is not a right.

Maiden Erlegh School does not expect any parents to request leave of absence for students to take a family holiday during the school term unless there are really **exceptional circumstances**.

If parents remove students from school for long visits overseas, the school may seek to remove the student concerned from the roll of the school, in consultation with the Education Welfare Officer.

Retrospective requests for leave of absence will not be granted and the absence will be recorded as unauthorised.

Please note:

- Any requests received for absences that are scheduled to take place during any school or public examination period or during a controlled assessment will be declined.
- The local authority may choose to issue a fixed penalty notice to any parent who opts to take their child out of school for 5 or more days during term time without consent from the school. The initial fine is currently £60 which is doubled to £120 if it is not paid after 21 days. Any further non-payment will result in court proceedings.
- Previous excellent attendance does not necessarily entitle a student the right to a leave of absence



To: **Mr A Johnson, Headteacher, Maiden Erlegh in Reading**  
(via the school reception)

Student Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I hereby request that leave of absence be granted to the above named student.

Dates of absence **from** \_\_\_\_\_  
**to** \_\_\_\_\_

The reason for this absence during term time is:

If the absence request is for something other than holiday please state the reason below:

I understand that each request will be looked at on an individual basis before authorisation can be considered and that it is my child's responsibility to make up any work missed.

This form must be returned at least **15 school days** prior to the holiday.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

**FOR OFFICE USE ONLY:**

Attendance to date: \_\_\_\_\_ Date received: \_\_\_\_\_

Other leave requested: \_\_\_\_\_ Decision: \_\_\_\_\_

Punctuality & behaviour: \_\_\_\_\_ Parent notified: \_\_\_\_\_

Headteacher signature: \_\_\_\_\_