



# Reading School

## REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please read notes below and complete all sections of the form.

This form is to be completed and forward emailed to [absencerequests@reading-school.co.uk](mailto:absencerequests@reading-school.co.uk). Parents have a legal duty to ensure their son's regular attendance at school. The Headmaster may authorise leave of absence but only in very exceptional circumstances.

The application should be made well in advance and parents are strongly advised to apply for leave of absence before making any arrangements. If your son does not return on the agreed date then you may lose his school place.

**Please be aware that if you take your child out of school for any unauthorised leave of absences during term time, you may be issued with a Fixed Penalty Notice. A fixed penalty notice is issued per parent, per child.**

I request that leave of absence be granted to:

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

From (first day of absence): \_\_\_\_\_ to (last day of absence): \_\_\_\_\_

Date: \_\_\_\_\_ Signature of parent/guardian: \_\_\_\_\_

Have you already had leave of absence in this school year?

Yes / No

Your reasons/explanation for requesting the leave of absence:

Decision: Authorised / Unauthorised Absence

Signed: \_\_\_\_\_

**CC : Education Welfare Officer**

DATE RECEIVED		DATE ASSESSED	
EXCEPTIONAL REASON ACCEPTED	YES/NO		
DATE DECISION LETTER SENT			YES/NO