



430 Finchampstead Road
 Finchampstead
 Wokingham
 Berkshire
 RG40 3RB

Tel: 0118 973 3118

Email: admin@ninemileride.wokingham.sch.uk
www.ninemileride.co.uk

A Member of the University of Reading Schools Partnership

Headteacher Mrs Ali Brown BEd (Hons)

Request for Leave of Absence from School

Student Name:	Class teacher:
<u>Name of parents:</u> (Please print)	

This form is to be completed and forwarded to **Mrs Ali Brown, Headteacher.** Wokingham Children’s Services and the Department for Education have advised schools to only authorise leave of absence/holidays in **exceptional circumstances**, hence Nine Mile Ride will not approve any absence in term time, except in such circumstances. Please note that taking your child away during the school term is detrimental to educational progress.

Please complete the section below and return to the school **at least one month** before the requested absence. The school will endeavour to respond to your request within 5 working days.

Please be aware that from September 2014, information regarding unauthorised holidays that are taken in term time, will be passed to our Education Welfare Officer and a Penalty Notice may be issued by the local authority without further warning. Payment of a Penalty Notice within 21 days is £60, or within 28 days is £120. Penalty notices are issued to each parent per child. More details at <http://wsh.wokingham.gov.uk/learning-and-teaching/welfare/penalty-notice/> or from the Education Welfare Service.

<u>Reason for absence in term time?</u>		
<u>Absence from:</u>	<u>Absence to:</u>	<u>No of days missed</u>
Signature of Parent(s)/Guardian:		Date:

School use only

Attendance	Unauthorised absence	Authorised absence	Previous Year’s Attendance
Date request received:	Parent notified/letter sent:	Holiday already taken this school year? Y/N	