



**ADDINGTON SCHOOL**  
**Woodlands Avenue, Woodley, Reading RG5 3EU**  
**Tel: 0118 966 9073 Fax: 0118 966 9867**  
**Email: office@addington.wokingham.sch.uk**  
**Head: Sara Attra Deputy Head: Lynda Wood**

**LEAVE OF ABSENCE REQUEST FORM**

Please be advised that Wokingham Children’s Services and the Department for Education have advised schools to only authorise leave of absence/holidays in exceptional circumstances, hence School will not approve any absence in term time, except in such circumstances. Please complete the section below and return to school at least one month before the requested absence. School will endeavour to respond to your request within 5 working days. If approved your child will be expected to collect and complete all missed work. Please note that taking your child away during the school term is detrimental to educational progress.

Please be aware that if holidays are taken without approval, this information will be passed to our Education Welfare Officer and a Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 28 days is £60 per parent / carer per child, between 29 and 42 days it is £120. Penalty notices are issued to each parent per child More details on the Wokingham Council website or from the Education Welfare Service.

Pupil’s name.....Year ..... Class .....

Reason for absence in term time. (This must be completed) If the absence is for religious observance, please include the name and contact details of your place of worship.

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Absence Period from (1<sup>st</sup> day of absence).....to (return date to school).....

Number of school days to be missed .....

Sibling details Name(s) / School(s)

.....  
 .....

Signature of Parent(s) / Carer(s)..... Date.....

Name of Parent(s) / Carer(s) .....

**School use only**

Attendance .....%      Unauthorised absence .....%      Authorised absence.....%

Previous Year’s Attendance.....%      Has holiday already been taken this school year?      Yes / No

**School Response**

Your request for leave of absence has been considered and has / has not been approved.

Signed:.....

Date:.....

Name: Mrs Sara Attra  
 (Headteacher)