



Reading Girls' School

Principal: Marika Farrugia

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 forwarded to the Principle of the school. Parents have a legal duty to ensure their daughter/s regular attendance at school. The Principle may authorise leave of absence but will consider the reasons for the request, the effect on the continuity of your daughter/s learning and overall attendance. Only in exceptional circumstances will any Leave of Absence be authorised. Holidays are not considered 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 child does not return on the agreed date then you may lose the school place.

Please be aware that if you take your child out of school for an unauthorised absence during term time, you may be issued with a Fixed Penalty Notice by the Local Education Authority. A Fixed Penalty Notice is issued per parent per child.

I request leave for

Student's Name _____ Tutor Group _____

From (first day of absence) _____ to (last day of absence) _____

Date _____ Signature of Parent/Carer _____

Have you already had leave of absence in this school year? Yes/No

My daughter's punctuality and attendance are both good? Yes/No

Reasons why this leave of absence cannot be taken in school holiday period – please complete this section

Decision: Authorised/Unauthorised Absence

Signed _____

Reason _____

You will be notified in writing of our decision to grant or to refuse the leave of absence you have requested. A copy of this request will be passed to the Reading Borough Council EWO