



Wildmoor Heath School
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Dear Parents & Carers,

Application for Leave of Absence during term time (Effective from 1st September 2013)

Wildmoor Heath School, Local Authority and Government believe that absence during term time should be avoided as they can have a damaging effect on pupils' education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Headteacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

As a result of the changes we at Wildmoor Heath School have revised our attendance policy, which from 1st September 2013 will include the following:

- Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office AND
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parent will be informed within 10 school days as to whether the request has been authorised or unauthorised.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.

If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to a maximum of £1,000, plus costs.

Note: Parent also includes guardian/carer

Regards,

Mr G Strudley
Headteacher



APPLICATION FOR LEAVE OF ABSENCE FORM

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM:

“The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the headteacher of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the headteacher considers that there are exceptional circumstances relating to the application.”

MORE INFORMATION: <http://www.wildmoorheath.org.uk/ForParents/Attendance-Leave-of-Absence/>

Pupil Name..... Date of Birth..... Class.....

Home Address.....

First Date of Absence..... Date of return..... No. school days absent.....

Exceptional reason for absence.....

.....

.....

Name of parent (who child resides with)..... Email address.....

Home telephone no..... Mobile telephone no.....

Signature of parent.....

FOR HEADTEACHER:

DATE RECEIVED.....

CURRENT ATTENDANCE (%).....

LAST YEAR'S ATTENDANCE%.....

EXCEPTIONAL REASON ACCEPTED YES / NO

SIGNATURE.....

DATE PARENT INFORMED.....

THIS ABSENCE HAS BEEN AUTHORISED / UNAUTHORISED. WE THEREFORE EXPECT YOUR CHILD TO BE IN SCHOOL ON (DATE) _____

