



Cranbury Road
Reading
RG30 2TS
0118 9376847
Head Teacher Mrs C Willmott

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 Head Teacher of the school. Parents have a legal duty to ensure their child/ren’s regular attendance at school. The College’s Management Committee have decided that **NO** holidays will be authorised in term time. Please also read the attached Holiday in Term Time leaflet.

Please be aware that if you take your child out of school for an unauthorised holiday during term time, you may be issued with a Fixed Penalty Notice.

I request leave of absence for:

Name _____ Tutors Name/Group _____

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

Date _____ Signature of Parent/Guardian _____

Reason for leave: _____

Decision: Authorised/Unauthorised Absence Signed _____ Headteacher

Reason: _____

Office Use only: Attendance % _____ Punctuality _____

Reply slip to be given to Parent

Student Name: _____ Group _____

The absence will be recorded as Authorised absence/Unauthorised absence.

Reason: _____

Date: _____

Signed: _____ Headteacher