**WENDOVER CE JUNIOR SCHOOL**

**REQUEST FOR PUPIL LEAVE OF ABSENCE**

**Include all children that the request relates to, including siblings that attend another school (give details)**

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| --- | --- |
| Name(s): | Class(es): |

**Leave is requested:**

|  |  |
| --- | --- |
| From: | To (inclusive): |

**Leave of absence is only granted in exceptional circumstances. Routine medical appointments should be made out of school hours. Leave for the purpose of a holiday is rarely granted.**

The reason for the request is:

Supporting evidence:

Parents and carers have a legal duty (Education Act 1996) to ensure their children receive suitable education. Regular school attendance is essential for academic and social success.

Headteachers can only authorise term-time absences in **exceptional circumstances**, defined as rare, significant, unavoidable, and short.

Unauthorised absences may be reported to the County Attendance Team, which could lead to a penalty notice or prosecution, in line with Section 444 of the Education Act, Local Authority Guidelines, and the School Attendance Policy.

**I confirm that the above information is correct and has not factual omissions. I understand that any authorised absence may be unauthorised at a later date if it is found that I provided inaccurate information.**

**By signing the application you are confirming that you have read and understood the information above.**

|  |  |
| --- | --- |
| **Signature (parent/carer):** | **Date:** |

**OFFICE USE ONLY:**

**LEAVE OF ABSENCE REQUEST**

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| **Pupil details:** |
| Name | Class | Attendance rate | Unauthorised absence (10 wks) | Unauthorised absence (last year) |
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| --- |
| **Leave of absence requested** |
| From: | To: | School Sessions: |

**Checks have been made with sibling schools to ensure consistent decisions**

**This absence request has been accepted providing attendance remains above 95%**

**This absence request has been refused because:**

* Your child has already had one leave of absence request this year
* The request covers all/part of an internal/external assessment period
* Insufficient notice has been given (10 school days required)
* Attendance is less than 95% and/or there are lateness issues
* There are previous concerns regarding attendance, including unauthorised absence
* The reason is not considered exceptional
* Insufficient reasons for the request have been provided

**If leave is unauthorised, parents have been notified in writing that if leave is taken the school may refer to the County Attendance Team to request a fixed penalty notice.**

|  |  |
| --- | --- |
| **Signature (Headteacher):** | **Code:** |