



WENDOVER CE JUNIOR SCHOOL
APPLICATION FOR PUPIL LEAVE OF ABSENCE



I request permission for my child/ren:

Name(s):	Class(es):
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to be granted leave of absence for the dates below:

From:	To (inclusive):
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The reason for the request is:

- ☐ **Exceptional circumstances** (Please give details as to why it is exceptional)
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- ☐ **Holiday is due to unavoidable parental work/military commitments** (Please provide a supporting letter from an employer or an assignment order)

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.

Signature (parent/carer):	Date:
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OFFICE USE ONLY:

Signature (Headteacher):	Code:
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LEAVE OF ABSENCE REQUEST – RESPONSE FORM

Child's name Class:

Date(s) of leave requested:

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

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

- The absence is for more than 10 days
- 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
- The reason is not exceptional
- Insufficient reasons for the request have been provided
- The holiday is not due to unavoidable parental work/military commitments