

**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)**

Name(s):	Class(es):
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**Leave is requested:**

From:	To (inclusive):
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**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/carers):	Date:
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**OFFICE USE ONLY:****LEAVE OF ABSENCE REQUEST**

<b>Pupil details:</b>				
Name	Class	Attendance rate	Unauthorised absence (10 wks)	Unauthorised absence (last year)

<b>Leave of absence requested</b>		
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.

<b>Signature (Headteacher):</b>	<b>Code:</b>