



WENDOVER CE JUNIOR SCHOOL - APPLICATION FOR LEAVE OF ABSENCE

(This must be submitted at least four school weeks before the proposed absence)

I request permission from the School's Governing Body for my child(ren):

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

From:	To:
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The reason for the request is (please complete the appropriate section):

Exceptional circumstances

Please give details as to why it is an exceptional circumstance

Holiday is due to unavoidable parental work / military commitments

Please provide a supporting letter from employer or an assignment order

I can confirm that the information that I have given above is correct and has no factual omissions. I understand that any authorised absence may be unauthorised at a later date if it is found that I provided inaccurate information; this may jeopardise any future Leave of Absence requests.

Signature of parent/carer:	Date:
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LEAVE OF ABSENCE REQUEST – RESPONSE FORM

This absence request has been accepted

OR

This absence request has been refused because:

- The absence is for more than ten days
- Your child has already had one leave of absence request this school year
- The request covers all/part of an internal/external assessment period
- Insufficient notice has been given (four school weeks)
- Attendance is less than 90%
- There are lateness issues
- The request covers all/part of Work Experience or Focus Week
- The reason is not exceptional
- Insufficient reasons provided for the absence request
- The holiday is not due to unavoidable parental work/ military commitments

Signed:	Date:
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