

Surname	Date Received

## **Request for Leave of Absence At Wellington Lions Primary Academy**

**As parents/carers you have a legal responsibility and duty of care to ensure that your child attends school regularly.**

School absence falls into two main categories: **Unauthorised and Authorised.**

Examples of Unauthorised

- Leave of absences not authorised by school.
- Absence not reported on the day or supported by written explanation upon return to school.
- Absence of 5 or more days **WITHOUT** medical evidence.
- Routine doctors/dental appointments. **(make appointments in the late afternoon so children don't miss core subjects)**
- Arriving late after registration has closed.
- Weddings
- Family holidays

Examples of Authorised

- Hospital or orthodontist appointment. **(evidence required)**
- Funeral. **(normally 1 days but can be considered on individual basis)**
- Emergency Doctor/Dental appointment. **(evidence required)**

This application must be completed well in advance and you are advised not to confirm arrangement until authorisation has been given. Under no circumstances will absences for holidays during term time be authorised after they have happened.

The request for leave of absence will only be considered if the parent/carer that the child normal lives with applies in advance for the absence.

Exceptional circumstances are defined by Wiltshire Council as 'not typical, unusual or extraordinary '

Penalty Notices are issued for absence taken during term time where pupil's overall attendance is less than 90% and the leave of absence has not been authorised by the school or an absence has not been requested in advance or your child has a minimum of 10 sessions (5 school days) lost to unauthorised absence. The Wiltshire Council Information for parents and Carers about penalty Notice for unauthorised Leave of Absence during term time is attached and also available on the school website,

**Request for Leave of Absence At Wellington Lions**  
**Primary Academy**

**Absence may only be authorised at the discretion of the Head Teacher in EXCEPTIONAL circumstances.**

**REMEMBER** taking your child out during term time can harm their academic progress and friendship bonds. Reducing absence from school is a key priority at both a national and local level.

Circumstances which are notified to the school after a decision has been made by the Head Teacher will not be considered. Therefore it is important that you provide all details and information of the exceptional circumstances relating to your application below and please ensure you attach all supporting evidence for example wedding invitation, military deployment or appointment letters.

Ensure you read the Local Authority leaflet which explains Penalty Notice issued for unauthorised leave during term time.

<b>Name of Child</b> <b>Class</b> <b>Date of Birth</b>			
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<b>Name of Child</b> <b>Class</b> <b>Date of Birth</b>			
<b>Date of first day of absence</b>			
<b>Date of return</b>			
<b>Number of days requested</b>			
<b>Please detail below the exceptional circumstances for requesting Leave of Absence during term time:</b>			
<b>Siblings and School Attending</b>			
<b>Signed:</b>	<b>Parent / Carer</b>	<b>Print name:</b>	<b>Date of Request:</b>

<b>To be completed by School</b>		<b>Authorised / Unauthorised</b>
<b>Current Attendance %</b>		<b>PN3 to be issued: Yes / No</b>
<b>Total sessions absent this academic year</b>		<b>Please send LOA letter:</b>
<b>Total unauthorised absent this year</b>		<b>1. LOA Unauthorised (NO PN3)</b>
<b>Letter sent</b>		<b>2. LOA Unauthorised (+PN3)</b>
		<b>3. LOA Unauthorised (Non-Stat Age)</b>
		<b>4. LOA Authorised</b>
		<b>5. No LOA received</b>

<b>Attendance and Welfare officer notes:</b>
<b>Headteacher Notes:</b>

	<b>Attendance &amp; Welfare Officer</b>	<b>Headteacher</b>	<b>Admin Team</b>
<b>Signed:</b>			
<b>Date:</b>			