



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

TO BE COMPLETED BY PARENT OR CARER:

Student name(s):	Form(s):

Regular school attendance is essential for students to make the most of their education. Interruptions in school attendance disrupt their education, make it difficult for them to catch up on missed work, feel settled and involved in school.

It is the School's responsibility to provide the best education possible. We can only do this if our students attend regularly. **There are 13 weeks of school holiday a year when family holidays can take place.**

Government guidance states that in **exceptional circumstances** the Head Teacher may consider giving permission for a student to be absent from School where permission has been requested.

Please tick all the boxes below that apply and provide brief details of the exceptional circumstances surrounding this Leave of Absence request. Please attach (copies of) supporting documents to this. Return either by email, post or via a student to the relevant Head of Year.

TIMING OF REQUEST		
I am giving at least 20 school days' notice		
I am giving less than 20 school days' notice due to unforeseen circumstances. <i>(e.g. funeral)</i>		<i>Please tick this box if there is a good reason why it has not been possible to give at least 20 school days' notice.</i>
SUPPORTING INFORMATION		
My child's attendance is above 90%		
My child is not due to take a public examination during the dates of absence		
The request is not during the first two weeks of September		

DETAILS OF REQUEST		
Wedding of a close family member		<i>Please provide proof for mid-week weddings (e.g. wedding invite). For weddings abroad, please speak to your child's Head of Year in the first instance.</i>
Family gathering		<i>Please provide details below, including details of travel arrangements to and from the event. You do not need to fill out a Leave of Absence form for funerals. Please just send an email to the relevant Head of Year.</i>
Family holiday		<i>Cost is unfortunately not an exceptional circumstance, nor is the limited availability of a particular holiday booking. Please note that in some instances penalty fines be issued for unauthorised holidays.</i>
Graduation of a close family member		<i>Please provide proof of the ceremony.</i>
Participation in music, sporting or arts event		<i>Please provide a letter from the organisers of the event with details.</i>
I have not booked travel yet		

Please add further details below :

Dates from:	To:	Total school days:
Signed by Parent:		Date:

A copy of this form will be returned to you with the school's decision. Thank you for your co-operation.

TO BE COMPLETED BY HEAD OF YEAR:

Date received at Student Reception:		Student attendance this academic year:	
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Comments advising as to whether permission should be granted or not:

DECISION BY HEADTEACHER:

AUTHORISED		UNAUTHORISED	
Exceptional Circumstances (C)		Unauthorised (General) (O)	
Educated Off Site (B)		Unauthorised Holiday (G)	
Participation in Sports (P)			