

STUDENT LEAVE OF ABSENCE REQUEST



To the Principal

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM COLLEGE

Student's Name: _____ Year: _____ Personal Tutor: _____

Address: _____

I wish to apply for my child to be absent from College for:

Either **Annual Holiday**

First date of intended absence: _____

Date of intended return to College: _____

Please state below why holiday is necessary in term time. (Please continue on a separate sheet if necessary).

Or **Exceptional Circumstances (please see overleaf for further information)**

Number of days in total: _____

I confirm that the above activity is essential and cannot take place outside of College time. I have checked the College 'Calendar of Events' and the dates requested do not coincide with my child's College commitments e.g. examinations.

Signed: _____ Parent/Carer Date: _____

THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL AS SOON AS POSSIBLE AND NOT LESS THAN FOUR WEEKS IN ADVANCE.

NOTES

1 Annual Holiday

- a) Wherever possible, holidays should be taken in College holidays.
- b) No more than 10 days in a single Academic year will be granted for holiday.

2 Exceptional Circumstances

- a) Participation in an approved public performance.
- b) Participation in an approved sporting event (e.g. representing City, County, Region or Country). Leave of absence for spectating at sporting events cannot be given.
- c) Family reasons (e.g. hospital appointment, funeral of close relative).

3 Permission will only be given in any of the above circumstances if it is considered that:

- a) the activity cannot take place out of College time.
- b) the absence will not jeopardise your child's education.
- c) it is essential for your child's overall welfare.

4 Please note that any absence for any of the above circumstances not requested in advance will result in an unauthorised absence being recorded for your child.

Any absence over 10 days not pre-arranged may result in the removal of your child from the College roll.

Points total: _____

For Office Use Only

1 Child's Attendance at date of application: _____

2 Number of "Late" sessions: _____

3 Previous days leave of absence within Academic Year

a) Holiday _____

b) Exceptional Circumstances: _____

4 Examination timetable checked?

5 **Approved:** Absence/Attendance Code: **C D F G H J M O P R T V W**

Not Approved: Reason _____

Signed: _____
Principal

Date: _____

Attendance Officer

Date: _____

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