

Dear Parent/Carer

### **Leave during term-time**

Thank you for your enquiry about your son/daughter taking leave during term-time.

The school will not usually authorise families to take leave during school time. The Local Authority has a clear policy on this which the Governors have agreed to adopt.

However, there are some special circumstances where leave may be considered. In these instances, you will be required to provide further information as to why your application should be considered. These may include clearly dated travel documents that have been booked in an emergency or certificates proving illness while abroad preventing the student's return. Failure to provide this information may result in your application being rejected.

In deciding whether to agree to the request, the following factors are relevant:

- The purpose and length of the leave requested,
- The student's overall pattern and level of attendance;
- Whether the holiday falls during a key examination year.

Parents should not assume that they have a right to expect that the Governors will approve holidays during term-time. The impact on a student's education has to be the overriding factor.

Yours faithfully

**G Smith**  
Headteacher

# Request for student leave of absence



All applications **must** be made by the parent/carer that the student lives with.

*Please ensure that you have read the reverse of this form before completing. Once completed, please return to the Student Services Department preferably two weeks before the proposed absence. Please supply copies of information that will support your application, ie, confirmation of date of booking, medical certificates, etc. We regret that any absence which has not been authorised will result with a fine being issued by the Local Authority. Your child will also be banned from extra-curricular school trips and clubs for a period of six months from the date of return. This does not include the whole-school ACHIEVE Days.*

Student's name: ..... Form .....

Leave of absence dates: From ..... To .....

Destination: .....

Number of days of school to be missed: .....

Are you the person that this child lives with? YES / NO

Have you ever been granted leave of absence at JRCS before? YES / NO

Please give the reasons below why this request should be considered: *(must be completed)*

Have you supplied any documentation to support your request

YES / NO

Parent/Carer's signature: .....

Date: .....

## FOR SCHOOL USE ONLY:

**Attendance Officer to log application then pass information to relevant staff.**

Level of attendance during current academic year: .....; last academic year: .....

Previous application      Yes/No      Dates.....

Circulate to:

OKE



SMI/KEA



OKE



Student file