# APPLICATION FOR LEAVE OF ABSENCE FOR A STUDENT

|  |
| --- |
| **Important information for parents/carers applying for holiday leave:**   * There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record being greater than 95% and other criteria set out in the school’s ‘Attendance Policy’. * Request for leave should be submitted to the school **no less than 6 weeks** prior to the start of the holiday. * Authorisation during GCSEs (including mock exams) and in the first term of any new school placement is **not likely** to be granted. * Any requests for extended leave, i.e. more than 5 school days in any academic year, will only be authorised in **exceptional circumstances**. |

**For the school to consider granting authorisation for absence, one or more of the criteria listed below must be met.**

**Please tick the criteria that applies:**

|  |  |
| --- | --- |
| * A single annual holiday which can only be taken in term-time for reasons other than financial |  |
| * A day of religious observance |  |
| * Family wedding or special birthday (close relative) |  |
| * Participation in an approved public performance for which a licence has been approved by the LA |  |
| * Participation in regional or national competitions of recognised sporting or other activities |  |
| * Participation in a recognised youth group of limited duration |  |
| * Extension of a family holiday by one day due to travel or similar constraints |  |

**If none of the above apply it is unlikely that the absence will be authorised. Please see the attendance policy on the school website for further detail.**

I wish to apply for leave of absence from school to be granted to:

Name of Child Form Group

Affected dates to schooling: \_\_\_\_ To

***(*last day in school)** . **(date of return to school)**

Siblings that this absence also affects (who attend Debenham High School or any of the Pyramid Primary Schools: Bedfield, Creeting St Mary, Earl Soham, Helmingham, SRH Debenham, Stonham Aspal and Wetheringsett Primary School):

\*A LETTER ADDRESSED TO THE HEADTEACHER MUST ACCOMPANY THIS FORM, GIVING REASONS WHY THE ABSENCE CANNOT BE ARRANGED DURING SCHOOL HOLIDAY.\*

Total number of school days requested in this application: Total school days taken this academic year:

Signature of Parent/Carer Date

Print Name

|  |
| --- |
| **FOR SCHOOL USE ONLY**  Timetable & School Diary checked? Form Tutor consulted? Y/N Current Attendance: %  Previous holiday checked? Interview offered to Parent/Carer? Y/N Date  Authorised/Unauthorised Signature Date    Reasons (if any) for not authorising: |