



APPLICATION FOR STUDENT LEAVE OF ABSENCE FOR HOLIDAYS IN TERM TIME

Full name of student(s)	Form
Address	
Dates of holiday	
Number of days absent from school (Monday – Friday)	
If this application is granted I / we agree to ensure that the above named student(s) will request work from their teachers for this period of holiday absence and will return the work to relevant teachers completed for marking.	
Signature of parent/carer	
Date of application	

Reasons why you are unable to take holidays during set school holidays

Please refer to the information on the reverse of this form

Office use only

Application seen by:

Outcome reached:

Reason: SIMS

Date:

Holidays in term time

The government has now changed the law which allowed head teachers to grant holiday absence in term time. We are now required to refuse all such requests although head teachers may grant a leave of absence in exceptional circumstances. In considering a request, we will take into account the student's age and the time of year of the absence. We will also consider the student's stage of education, progress and overall attendance record. We will not authorise absence unless we believe your circumstances are exceptional. Case law identifies that any holiday or event which can be arranged during school holiday periods should not be authorised during the school term. If you believe that your circumstances are exceptional you should complete attached form on the understanding that completion of the form does not mean that the absence is authorised. Please note that where an application is made after the requested absence it will not be authorised. Holiday requests are never authorised in Year 11.

You should complete the application form printed on the next page, giving at least three weeks' notice.

Listed below are the factors considered when looking at each request.

1. Student's previous attendance history

If the student has a poor attendance history for any reason it is unlikely that a request will be authorised. If they have previously had a holiday absence, particularly within the same academic year, it is unlikely the request will be authorised.

2. Stage of education

The impact of absences for holidays on a student's education will vary according to their age, year group, their ability and the curriculum being delivered during the planned absence. Clearly, Year 10 and 11 GCSE courses are very important. Students will need to request work from their teachers for the period of absence if granted. All of this will be taken into account when considering each request.

3. Time of year

The main factor is controlled assessments, GCSE linear exams, coursework and other assessments the student may be required to take. Authorisation will not be granted if the absence dates coincide with any assessments/exams/coursework deadlines or preparatory work for these periods.

4. Cost of holidays

We cannot authorise holidays taken because of lower costs.