



APPENDIX 4a

ADVANCE APPLICATION FOR STUDENTS LEAVE OF ABSENCE

Please note: We want to give your son the best possible opportunity to learn; good attendance at school helps us to achieve this. If your child is absent from school for any period, he will miss important elements of his learning programme. Research shows that every 5% of absence (equivalent to 10 days in a year) can reduce a student's overall achievement by a whole grade.

'Parents should not normally take children on holiday during term time' DfES Circular 10/99

Absence on compassionate or unforeseeable grounds (illness, bereavement, emergency medical appointments, travel disruption) or for less than half a day for unavoidable appointments (medical, dentist etc.) should be covered by a formal written communication with the school ie email, letter, copy of medical appointment card. The Headmaster would normally expect students to make medical/dental/optician appointments and driving lessons outside of school time.

This form must be submitted to the school, in most instances, not less than one month before the intended period of absence. Parents are strongly advised to discuss the application with their son's Head of Year before submission. At certain times of the academic year (examinations, assessments, key revision periods) permission will not be granted as these are considered critical to your son's progress.

All forms should go to the Head of Year in the first instance.

I request permission from the Headmaster for my son to be granted Leave of Absence:

Name..... Tutor Group.....

Proposed dates of absence: From (time) (date) To (time) (date)

Total number of School Days absent.....

Reason for absence:

Family Holiday	Religious Observance
Non-school exams (ie Music)	Driving Test
Attendance on an academic course	Other
University Open Day (max 3 days allowed in school time across Years 12/13)	
University.....	From: (date) To: (date)
University.....	From: (date) To: (date)
University.....	From: (date) To: (date)

Please explain the reasons why this request should be considered:

Number of previous requests of this nature.....

Signature of Parent/Carer..... Date.....

Please print name.....

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Attendance record: Excellent (above 95%)
(HOY to circle) Good (90-95%)
Poor (Less than 90%)

Is planned absence at a critical time for the student? YES/NO

Notes on above points:

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Agreed/Not agreed Head of Year signature (All requests)

Agreed/Not agreed Head of Section signature (Requests of 2-3 days)

Agreed/Not agreed Headmaster (Requests of more than 3 days)

Further comments may be made on reverse of sheet by Head of Year/Head of Section

Date

Reasons for decision:

If Leave of Absence is granted, the student and parents must understand that it is the student's responsibility to speak to all his academic staff to request work and to catch up with any work missed. Teachers will not be required to give individual support to a student on return to school after requested periods of absence.

FOR OFFICE USE ONLY

Date

Absence recorded on Facility? YES/NO

Absence Code used:

- Copies of this completed form will be sent to the parents, kept on school file and sent to relevant staff.
- Copies of this form can be downloaded from the School website and will be available from the School Office, in the Staff Handbook and in the Parents Handbook.
- This form should be read in conjunction with the School's Attendance Policy (available on the School Website) and the Home School Agreement.