

APPLICATION FOR STUDENT'S LEAVE OF ABSENCE DURING TERM TIME



It is expected that family holidays are normally taken during the official 13 weeks of school holidays (term dates are available from the school a year in advance). With effect from September 2013 the Regulations changed and the school is now prevented from granting any leave of absence except in exceptional circumstances. Family holidays, re-unions, special birthdays and other family events are not generally considered exceptional and so we will not be able to grant leave of absence for such events from September.

Student Name		Form	
Leave Requested	From --/---/---	To --/---/---	School Days to Be Missed

Reason for requesting an absence in term time (please complete the relevant section):

1. This is an annual holiday on dates fixed by my employer

Please give name and contact details for employer

2. Leave of absence requested on compassionate/medical grounds/other reason

Please provide details

Signed _____ Parent/Guardian Date _____

On completion please pass to QEHS Office for processing.

Office: Attendance %	Educated off-site	B	<input type="checkbox"/>	Interview – Open Days (Sixth Form)	J	<input type="checkbox"/>
	Other Authorised Absence	C	<input type="checkbox"/>	Medical/Dental Appointments	M	<input type="checkbox"/>
	Unauthorised Family Holiday	G	<input type="checkbox"/>	Approved Sporting Activity	P	<input type="checkbox"/>
	Family Holiday	H	<input type="checkbox"/>	Religious Observance	R	<input type="checkbox"/>

Headteacher's Response

Copies to: Headteacher → School Office (take 2 copies) → Copy 1 School Office → Copy 2 to HOH → Original to Parent/Guardian