



Absence Request Form

To be returned to the Headmaster
Please see over for policy and guidance

Son's name: (First and Surname)			
Date of Birth:			
Class:			
Home Address inc Post Code:			
Parent Contact Number:	Home: Work:		
Number of Days Requested: <i>Do Not Include Sat /Sun</i>	Days in Total:	From: Day/Month/Year	To: Day/Month/Year (including this day)
Reason for request:			
Has your child had any other request for absence in the current academic year?	Yes / No	If yes please give dates:	
Has your child previously had absence granted inside school time?	Yes / No:		

Signed: Parent / Guardian

Date:

OFFICE USE ONLY	
Permission granted – Authorised / Unauthorised	Permission declined
Reason for Declining:	
Comment:	
Signed: Alun Watkins, Headmaster	Date

The policy of the Education, Sport and Culture Committee is to support the Headmaster in granting leave of absence for a child of statutory school age **up to** a maximum of **ten** days (10) in any one academic year. This includes time taken to participate in sporting/cultural competitions or events.

In order to obtain permission parents are reminded that:

1. Adequate notice is required for applications to be processed.
2. Bookings should not be confirmed prior to gaining approval.
3. All applications should be made in writing, on the form overleaf, to the Headmaster.
4. It is their responsibility to ensure that their child is available for all assessments relating to externally awarded qualifications.

The school appreciates that some parents are unable to take holiday leave during the school holiday and may wish to apply for holiday leave for their child/ren. Such requests should be balanced against the requirements to attend school and the need to complete curriculum work. Whilst on holiday in term time it is parents' responsibility to ensure appropriate study is completed by their child.

There will be certain times when absence requests will not be granted e.g. during exam time, poor attendance record. If a request for holiday leave is declined parents have the right of appeal to the Director of Education.

Permission **may** be granted for in excess of **ten** (10) school days in any one academic year or more than ten consecutive days due to special circumstances. To obtain permission a request must be made by letter to:

Director of Education,
P.O. Box 142,
Highlands,
St Saviour,
JE4 8QJ

Following guidance points 1 and 2 above.

Should a child leave the island for more than ten days without prior permission the school can not guarantee their place will be available to them on their return. Sixth Form students should apply for leave of absence themselves on a different form.