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Bredon Hill Academy

Application for leave of absence during term time

The School’s Policy

The school considers that all absences from school will disrupt a child’s continuity of learning. As a consequence it believes that absences should be kept to a minimum in order to maximise your child's potential.

What the Law says

Regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday. A Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

It is the decision of the Headteacher as to what might constitute exceptional circumstances and each request for term-time absence will be considered on an individual basis. A Head teacher will not accept as an exceptional circumstance the fact that a holiday is cheaper during term-time. An exceptional circumstance is much more likely to be a unique, one-off never-to-be-repeated occasion which can only take place at the time requested.

Applying for Leave of Absence for Holidays during Term Time

Applications should be made using the reverse side of this form at least 6 weeks in advance of the proposed leave of absence.

Parents will be informed, in writing, of the outcome of their application for leave of absence

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**BREDON HILL ACADEMY**

**Application for leave of absence during term time**

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| *Part 1* | | | | |
| Child’s name |  | | | Class/Form |
|  | | | Class/Form |
| My child/children will /will not \* be sitting examinations/SATs \* during this year.  (\* delete as appropriate). | | | | |
| *Part 2- Parent/Carer to complete*  To: The Headteacher of Bredon Hill Academy | | | | |
| Dates for which leave of absence is requested | | | | |
| From:  (first day of absence) | | To:  (last day of absence) | Number of School Days: | |
| Please give the reasons which prevent this leave of absence being taken during a school holiday period.  ……………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………………………………….  (You may wish to attach a separate letter to support your request)  Have you applied to any other schools for leave of absence for siblings? YES/NO  If yes:  Name of child: ………………………………………………………………….. School: ………………………………………………….  Name of child: ………………………………………………………………….. School: ………………………………………………….  Name of Parent/Carer (please print): ………………………………..………………………………………..  Signature: ……………………………………………………………….……………. Date: ……………………… | | | | |
| *Part 3 – To be complete by Headteacher (or nominated person)*  Level of attendance during last academic year ………………, current academic year …………………………  Please make an appointment to discuss this with……………………………………………………………………  Leave of absence authorised/ not authorised (delete as appropriate)  Date: …………………………… Signed …………………………………………………………………….. | | | | |