

BROMLEY HEATH INFANT SCHOOL

Request for leave of absence for holiday/special occasion

Parents are strongly urged not to take family holidays during term time.

To be completed by the parent/carer and forwarded to the school at least 4 weeks prior to requested absence.

Child's Name Class

Dates from.....to.....(inclusive) Number of days.....

Reason for request (see regulations overleaf).....

.....

.....

Signature of parent/carer.....Date.....

Authorised Unauthorised Term 1, Term 5, Other

SignedDate.....

Mrs C J Chrystal

LEAVE OF ABSENCE FOR HOLIDAY

- The parents must request holiday leave of absence for the pupil **in advance**, explaining why the holiday must be taken at the requested time.
- No authorisation for holiday absence will be given retrospectively, **whatever the circumstances.**
- Days of holiday taken in excess of 5 in any one term and 10 in any one school year will always be recorded as unauthorised absence, **whatever the circumstances** (except in the case of extended visits to the family country of origin).
- Holidays which include the dates of SATs will not be authorised, **whatever the circumstances.**
- Absences may not be authorised where there is concern about the child's attendance generally.

Where the school does not grant leave of absence and the pupil still goes on holiday, absence will be recorded as unauthorised.

LEAVE OF ABSENCE FOR SPECIAL OCCASIONS

- The parent must request leave of absence for a special occasion **in advance**
- No authorisation for absence to attend a planned special occasion will be given retrospectively, **whatever the circumstances.**
- A 'special occasion' should be one which is unlikely to occur again in the foreseeable future
- e.g. a family wedding as opposed to a birthday, shopping trip, attendance at sporting/leisure/theatrical events or to assist with holiday travel arrangements.
- Absence for a 'special occasion' will not be authorised if it falls on a SATs day unless the circumstances are exceptional.

The above guidance is necessarily very general. The headteacher will use her discretion about particular exceptional cases.