



### Application by Parent/Carer for Student's Leave of Absence from School

Student's Name:		Tutor Group:
Parent/Carer Email:		
I wish to apply for my child to be absent from school for Exceptional circumstances ( <i>please see overleaf for further information</i> )		
First date of intended absence:	Date of intended return:	
Please state below why absence is necessary in term time. (Please continue on a separate sheet if necessary)		
No. of days in total:		
<b>Requests for extended leave of absence may require a meeting with the Headteacher</b>		
I confirm that the above activity is essential and cannot take place outside of school time. I have checked the school Calendar of Events and the dates requested do not coincide with my child's school commitments e.g. examinations.		
Signed/e-signature: .....		Date: .....

**For Office/Headteacher Use Only**

**CALCULATION CHART – LEAVE OF ABSENCE IN TERM TIME**

Each request will be considered individually. In order to support this consideration, the following criteria will be applied.

Student's level of attendance	Current Academic Year	Previous Academic Year
Leave of absence already authorised in the current academic year.		
Proximity to important calendar events including examinations.		
This request for Leave of Absence is approved / not approved (delete as appropriate)		
C – Other Authorised Absence		
H – Holiday (agreed)		
P – Island Sport and Cultural Representation		
R – Religious Observance		
V – Educational Visit		
W – Work Experience		

Signed: ..... Principal

Date: .....

**Mark Ramsay**

**Head of School BSc MBA SQH**

E: office@lamarehigh.sch.gg

## NOTES

Please return to the Headteacher no less than 2 weeks, wherever possible, before period of absence would start. The Headteacher will consider a number of factors when deciding whether or not the absence should be approved which will include the student's overall pattern of attendance, proximity to any examinations and his/her ability to catch up on the work.

**Leave of Absence for the purposes of holiday will not be approved for any student and will be recorded as unauthorised absence.**

### **Exceptional Circumstances include:**

- Participation in an approved public performance.
- Participation in an approved sporting event (e.g. representing Island, County, Region or country). Leave of absence for spectating at sporting events cannot be given.
- Family reasons including holiday, hospital appointment, funeral of close relative.
- Religious and cultural considerations.

### **Permission will only be given if it is considered that:**

- The activity cannot take place out of school time.
- The absence will not jeopardise your child's education.
- It is essential for your child's overall welfare.

Please note that any absence not requested in advance will result in an unauthorised absence being recorded for your child.