

Exceptional Leave of Absence – request

There is no automatic entitlement in law to time off in school time to go on holiday. **The school will only authorise leave of absence in term time in exceptional circumstances and not for holidays.**

Where a parent wishes to request a leave of absence, a formal request must be made, using this form. The Head Teacher will then consider the application on behalf of the Governors. **Consideration will then be given to the student's previous school attendance and that the time requested does not exceed 10 school days in any one academic year.**

If a holiday is taken without prior authorisation by the school it will be considered as an unauthorised absence and is likely to result in a referral to the Educational Welfare Service. In line with the guidance from the DfES, holidays during GCSE, Mocks and other external exam periods will not be authorised by the school and a Penalty Notice may be issued. The Headteacher can now request that the local authority issue a Penalty Notice to parents, when students are taken out of school for 5 or more day's holiday or leave of absence without school authorisation.

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| Name of Child | |
| Year Group | |
| House | |
| Name of parent applying for exception leave of absence from school | |
| Contact details of parent (phone number/email) | |
| Dates you are requesting for absence | |
| Reasons for absence – please explain in full | |

Please email this form to info@sjbc.wandsworth.sch.uk