



<b>REQUEST FOR HOLIDAY LEAVE OF ABSENCE</b>
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Name of Child(ren) \_\_\_\_\_ Learning Group \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The dates requested are from \_\_\_\_\_ to \_\_\_\_\_  
making \_\_\_\_\_ school days in total.

I must point out that our policy is not to grant leave of absence during term time.

We understand that family holidays have to be taken when parent/carers have leave from their employer. If you can arrange written confirmation from your current employer that the dates you have requested are the only time your holiday can be taken we will, of course, then approve the absence. **Please enclose the letter from your employer with this application and return to Student Services.**

**As an Academy we have taken the decision not to authorise holiday for any reason in Year 10 or 11 of your child's school career. This is due to the modular examination courses the students follow over this 2 year period.**

Should you book the holiday and take your child(ren) out of the Academy without the above we will have to record the absence as unauthorised.

All holiday requests must:

- Be avoided in term time whenever possible
- Be submitted on correct form
- Be submitted at least 4 weeks in advance
- Be authorised by the school **before** booking

Did you know?

- Missing 10 days each year for holidays is the equivalent of missing a complete half year at school.
- School does not have to authorise all requests, even those of 10days or less.
- Holidays in term time can seriously disrupt your child's education
- It is your responsibility to ensure your child catches up on work they miss whilst on holiday.