



# Debenham High School

A Church of England High Performing Specialist Academy



## APPLICATION FOR LEAVE OF ABSENCE FOR A STUDENT

### Important information for parents/carers applying for holiday leave:

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record being greater than 95% and other criteria set out in the school's 'Attendance Policy'.
- Request for leave should be submitted to the school **no less than 6 weeks** prior to the start of the holiday.
- Authorisation during GCSEs (including mock exams) and in the first term of any new school placement is **not likely** to be granted.
- Any requests for extended leave, i.e. more than 5 school days in any academic year, will only be authorised in **exceptional circumstances**.

**For the school to consider granting authorisation for absence, one or more of the criteria listed below must be met.**

**Please tick the criteria that applies:**

- A single annual holiday which can only be taken in term-time for reasons other than financial
- A day of religious observance
- Family wedding or special birthday (close relative)
- Participation in an approved public performance for which a licence has been approved by the LA
- Participation in regional or national competitions of recognised sporting or other activities
- Participation in a recognised youth group of limited duration
- Extension of a family holiday by one day due to travel or similar constraints

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**If none of the above apply it is unlikely that the absence will be authorised. Please see the attendance policy on the school website for further detail.**

I wish to apply for leave of absence from school to be granted to:

Name of Child \_\_\_\_\_ Form Group \_\_\_\_\_

Affected dates to schooling: \_\_\_\_\_ To \_\_\_\_\_  
(last day in school) (date of return to school)

Siblings that this absence also affects (who attend Debenham High School or any of the Pyramid Primary Schools: Bedfield, Creeting St Mary, Earl Soham, Helmingham, SRH Debenham, Stonham Aspal and Wetheringsett Primary School): \_\_\_\_\_

**\*A LETTER ADDRESSED TO THE HEADTEACHER MUST ACCOMPANY THIS FORM, GIVING REASONS WHY THE ABSENCE CANNOT BE ARRANGED DURING SCHOOL HOLIDAY.\***

Total number of school days requested in this application: \_\_\_\_\_ Total school days taken this academic year: \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

### FOR SCHOOL USE ONLY

Timetable & School Diary checked?  Form Tutor consulted? Y/N Current Attendance: \_\_\_\_\_ %

Previous holiday checked?  Interview offered to Parent/Carer? Y/N Date \_\_\_\_\_

Authorised/Unauthorised Signature \_\_\_\_\_ Date \_\_\_\_\_

Reasons (if any) for not authorising: