



## St Olave's Grammar School

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR PARENTAL  
HOLIDAY OR DISCRETIONARY FAMILY REASONS

Full name of child(ren)

Form

Address

Reason for application and dates

Signature of parent(s)/carer(s) I/we have read the guidance leaflet issued with this form.

Date

Office use only

Seen by Assistant Head  / Head of Year  / Attendance Officer

Agreement reached

Other outcome

Date / /

The Headteacher will consider the following points before authorising leave

1. The child's previous attendance history.
2. The age of the child(ren).
3. The child's stage of education.
4. The time of year (exams).
5. The nature of the trip (an exceptional experience).
6. Whether the parents are restricted in terms of leave from their employer.

**AUTHORISED ABSENCE FROM SCHOOL**

The School disapproves strongly of term time absences for reasons other than illness except in specific circumstances. DfE's guidelines are quite clear.

Discretionary authorised absence may be granted for family reasons such as attendance at a funeral, for approved educational activities or exceptional experience for example a Bromley Youth Music Orchestra Tour, and in exceptional circumstances for a family holiday.

It should be noted that no parent can demand leave of absence for the purposes of a holiday as of right. In general it is only given where parents have no choice over the timing of a holiday owing to their employment circumstances.

Authorised absence will only be granted where proper procedures have been followed and the permission given. Leave of absence will not be granted retrospectively.

Where the School and the parents fail to reach an agreement and the child is then absent from school the absence must be marked as unauthorised and notified to the Educational Welfare Officer in the Borough where the parents live.

Where parents keep a child away for longer than agreed then the extra time should also be marked as unauthorised. Leave will not be granted for long weekend package tours nor for days immediately before the end of term or at the start of a new term where this is not justified on any of the grounds outlined above.

Parents are asked to complete the application form for discretionary leave (overleaf)