



# Hazelwick Sixth Form

## Leave of Absence

This form should be used when an absence is known in advance.

Holidays during school time will **not** be authorised.

Absence taken when not authorised by the school will be recorded as 'unauthorised absence'.

This form should be submitted at least 10 school days (where possible) in advance of the proposed leave of absence.

### PARENTAL SECTION

Surname of child:		First name of child:	
Date of birth:		Form Group:	
Surname of parent/carer:		First name of parent/carer:	
Reason for requested leave of absence:			
Length of absence requested (school days):			
Date(s) of absence requested:			
Would your child miss any examinations?	Yes	No	
Is his/her attendance already below 94% or a previously agreed individual target?	Yes	No	
Has your child already had approved leave of absence during this school year?	Yes	No	
If so, state the number of days previously agreed:			
Have you had a previous request for leave of absence declined during this school year?	Yes	No	
Does your child have siblings in other schools for whom you are also requesting leave of absence?	Yes	No	

Signature of parent/carer:		Date:	
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### FOR SCHOOL USE ONLY

Signature of Head of Year:	Miss Hammans/Mr Mclver
Signature of Head of Sixth Form:	Mr Hillier
Leave of absence Authorised?	Authorised/Unauthorised
Details completed on Register:	Mrs Hughes
Parent/carer informed of decision:	Mrs Hughes

## Extract from Hazelwick School Attendance Policy

Parents need to be aware of our policy and procedures with regard to the following issues:

- *Medical appointment:*
  - Such appointments count as absence. Where possible, these should be arranged for out of school hours. Requests for students to attend such appointments during school hours should be made in advance, where this is known, using the 'Exeat' system.
- *Day of Religious Observance:*
  - This counts as an absence. We will authorise a maximum of **one** day for each relevant religious festival. This is provided that a request is made in advance of the absence. Time taken in excess of one day will be recorded as 'unauthorised' absence.
- *Holiday:*
  - Holidays taken during school time will **not** be authorised.
- *Leave of Absence:*
  - Requests for leave of absence will be dealt with on a case by case basis. Such requests will only be granted 'in exceptional circumstances'.
  - Where a request for leave of absence is granted, it will be recorded as an 'authorised absence'.
- *Unauthorised absence:*
  - Absence taken when not authorised by the school will be recorded as 'unauthorised absence'.