

SWANMORE COLLEGE OF TECHNOLOGY

Application for Annual Leave Policy

1. Applications will only be considered if they are made well in advance and before holiday arrangements have been confirmed.
2. Reasons for making such a request **must be** exceptional. Cost of the holiday is not seen as an appropriate reason.
3. No leave can be granted for dates which coincide with examination periods.
4. No leave will be granted for pupils in Years 10 and 11.
5. No leave will be granted where it is considered that the overall progress of the pupils will be undermined.
6. All holiday requests must be made on the appropriate form.

For any other reasons for absence please contact the Pupil Support Manager.