

SWANMORE COLLEGE OF TECHNOLOGY

Application for leave of absence for purposes of an annual family holiday

Please note that the law states that parents have a legal duty to ensure their child's regular attendance at school and that no parent may demand leave of absence for the purposes of a holiday as a right.

Parents have a legal entitlement to request the withdraw their children for 10 school days **but only if there is no alternative to taking an annual holiday during term time**. The college has the legal right to judge whether or not the request is reasonable and acceptable.

Head teachers may authorise leave of absence for up to two weeks (10 school days) in any academic year to enable a child to go on an annual holiday, subject to the constraints of legal requirements and the policies of the governing body. Only in absolutely exceptional circumstances may the amount of leave granted exceed (in total) two weeks in any academic year.

In deciding whether leave for a holiday in term-time should be approved, the Headteacher has to consider the impact of the absence on the child's education, particularly in terms of continuity of learning, and have regard to the overall attendance pattern of the child.

Absences for holidays in term-time cannot be authorised retrospectively. Any application must be made well in advance and parents are advised to apply for leave of absence **before** they confirm their holiday arrangements.

NB Holiday requests which coincide with examination/assessment periods **will not** be approved by Swanmore College of Technology. Also Years 10 & 11 pupils **will not** be granted leave for holiday purposes.

Swanmore College 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 & 11.
5. No leave will be granted where it is considered that the overall progress of the pupil will be undermined.

Please only use this form if your leave of absence request is for holiday purposes. For any other reasons please contact the appropriate Pupil Support Manager.

To: The Headteacher, Swanmore College of Technology.

Child's Name: _____ Year: _____ Tutor /House Group: _____

Dates for which leave of absence is requested:		
from _____	to _____	No. of college days: _____
(first day of absence)	(last day of absence)	

Have you previously had leave of absence for a holiday for this child? YES/NO

If YES, please state below:

Is this the family's **only** holiday this year? YES/NO

Please give below the **exceptional reasons** which prevent you from arranging your holiday during a college holiday period:

Date: _____

Signed: _____ (Parent)

**Year Office response to leave of absence request
(Office use only)**

Date: _____

Attendance: _____

Progress: _____

Any other comment: _____

NB This form to be used for holiday purposes only