

# Southend High School for Girls



## Request for Leave of Absence Form

### GUIDELINES FOR APPLICATIONS:

- In accordance with the LA guidance and the decision of the school's governors, leave for holidays and leisure activities **will not** be authorised unless the family's circumstances are exceptional. Any leave more than 10 days in a year is illegal.
- Leave of absence is at the Headteacher's discretion - permission for leave of absence is **not an entitlement**.
- Leave of absence will be granted for important close family occasions such as weddings and funerals
- Leave of absence will be granted for examinations such as music and dance grade examinations.
- Leave of absence will be granted for students to compete in competitions such as athletics.
- Leave of absence may be granted for students to take part in a performance. This will depend on the time commitment and the anticipated impact on education.
- Should leave be required the following form should be returned to the **Student Services** and the Headteacher will acknowledge receipt and grant permission, if appropriate, by return of post. You must complete this form one month in advance of the date requested.

Name of Pupil: \_\_\_\_\_ Form: \_\_\_\_\_

Dates of proposed Absence: \_\_\_\_\_ 20\_\_ to \_\_\_\_\_ 20\_\_

Reason for this request:

Signature of parent/guardian:

(To be completed by School)

Agreed by Learning Manager: YES/NO Date: Initials:  
(with reason for refusal)

Agreed by Headteacher and letter of permission sent: Date: Initials: