

Absence Request Form

Please send your completed form to Mr A Watkins, Headmaster.
Please see over for policy and guidance

Student name	
Form Tutor	
Dates of requested leave	
Number of school days to be missed	
Reason for absence	

Background

Has your son had any other request for absence this academic year? (If yes, please give details)	
Has your child previously had absence granted during term time? (please give details)	
Parent signature and date	
Best daytime contact number	

FOR OFFICE USE ONLY

Permission granted Permission declined

Comments:

Signed: _____ Date: _____

A. Watkins, Headmaster



Guidance for parents: Leave of absence during term time

There is a strong correlation between attendance at school and success in education. It is often difficult for a child to catch up on missed work, particularly in subjects they find challenging. For this reason, we recommend that all our students are in school during term time as much as possible.

The school appreciates that there may be some circumstances when parents would like their children to be absent during the school term. Requests for time out of lessons should be balanced against the requirements to attend school and the need to complete curriculum work. It is parents' responsibility to ensure appropriate study is completed by their child during their leave of absence.

The policy of the Children, Young People and Education Department gives the Headmaster discretion to grant leave of absence for a child of statutory school age **up to** a maximum of **ten** days in any one academic year. This includes time taken to participate in sporting or cultural competitions or events.

In order to obtain permission parents are reminded that:

1. Adequate notice is required for applications to be processed.
2. Bookings should not be confirmed prior to gaining approval.
3. All applications should be made in writing, on the form overleaf, to the Headmaster.
4. It is your responsibility to ensure that your child is available for all assessments relating to externally awarded qualifications.

There will be certain circumstances when absence requests will not be granted e.g. during exam time, poor attendance record. If a request for holiday leave is declined, parents have the right of appeal to the Director of Education.

Permission **may** be granted for more than **ten** school days in any one academic year or more than ten consecutive days due to special circumstances. To obtain permission a request must be made by letter to:

Director of Education, P.O. Box 142, Highlands, St Saviour, JE4 8QJ

Please note that if a child leaves the island for more than ten days without prior permission the school cannot guarantee their place will be available to them on their return.

Sixth Form students should apply for leave of absence themselves on a different form available on www.victoriacollege.je