



High School for Girls

Student Leave of Absence (Non-medical)

I wish to apply for leave of absence from school, during the term, to enable:

Name of Student: _____ **Form:** _____

- to attend a music/dance exam
- to take part in sports/drama performance
- to accompany me on annual family holiday
- other (please specify) _____

(Please delete those that do not apply).

Details of leave, including dates. If a request is made for a holiday, please specify the reason(s) for going during term time:

I understand that if leave of absence is not granted then the student's attendance is expected at school.

Signature of Parent/Carer: _____

Name of Parent/Carer: _____

This form should be completed and returned to the High School for Girls **no later than a month before the proposed leave; excluding school holiday times.**

Leave for family holidays may be granted for up to 10 days at the discretion of the Headteacher for special circumstances, for example:

- Service personnel and other employees who are prevented from taking holidays outside of term time and will only be given if the holiday will cause minimal disruption to the students education, and
- If a family needs to spend time together to support each other during or after a crisis.

Approval will not be given for the school examination periods (dates published in the School's Annual Calendar).

The school operates Safeguarding procedures and takes its responsibility of duty of care for students seriously. Therefore we would be grateful if parents/carers would abide by the procedures set for all students in the main school.

All students in Years 7-11 MUST BE collected from THE MAIN RECEPTION by their parent/carers, or another adult contact on their student data sheet. Students should go to Student Services to sign out. Students will then go to the main reception when their parent/carers arrives.

.....
(Please do not write below this line)

Leave of absence has been approved/denied* by the Headteacher:

(*To be deleted as appropriate).

% Attendance _____

Name of Student: _____ **Form:** _____

From: _____ **To:** _____

Signed: _____ **Date:** _____