

Holidays and Leave of Absence

A Guide for Parents

A holiday form must be submitted in advance as leave of absence cannot be authorised retrospectively.

As with holiday absence, leave of absence for other circumstances will be considered on an individual basis and granted only in exceptional circumstances. It will not be granted for occasions such as celebrating a birthday, attending a concert, looking after a sibling and shopping trips.

Authorised absence will not generally be granted when any of the following apply:

- The student is in Years 10, 11, 12 or 13
- The student has less than 95% attendance
- The dates requested are close to exams, coursework deadlines or other assessments in any year group
- Overlap with the beginning or end of term

Schools have discretion to allow up to 10 days' absence in a school year for a family holiday if circumstances warrant it, but parents should recognise that holiday absence will only be authorised in **exceptional circumstances**. If this is the case we urge parents to discuss with school staff the most appropriate time of year and point in the student's educational career for a holiday absence.

Students are expected to aim for at least 95% attendance, and 10 days' absence will mean that a maximum of only 94.8% can be achieved. Parents must also note that teachers cannot be responsible for providing work for students who are on holiday.

Parents should also be aware that there are only 190 school days in one academic year. There are 175 days (weekends and holidays) available to use for holidays, which would not have a negative effect on your child's education. Please remember every school day counts in your child's education.

We appreciate your cooperation in this matter.