



# Ballakermeen High School

## Request for Leave of Absence

Please complete this form and return to the **School Office** only as soon as possible but no later than **one week** before the requested leave date(s).

PLEASE PRINT

Student's Name \_\_\_\_\_

Tutor Group \_\_\_\_\_

Address \_\_\_\_\_

Tel / Mobile No \_\_\_\_\_

\_\_\_\_\_

Dates for which leave of absence is requested

From \_\_\_\_\_ to \_\_\_\_\_ (last day of absence)

Reason for Request (please tick):

Participating in a Sporting or Cultural Activity  (Please give details)

\_\_\_\_\_

Exceptional Circumstances  (Please give details)

\_\_\_\_\_

\_\_\_\_\_

Holiday  (Location) \_\_\_\_\_

Medical  (Please give details) \_\_\_\_\_

University Open Day / Interview / Visit  \_\_\_\_\_

I/We confirm that we have read and understood the details of the school policy as shown overleaf.

Parent/Carer Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Office use only: Date Received _____
SIMS Attendance _____
Permission Granted _____
Letter Posted _____
Uploaded _____

In addition, leave of absence can be granted by the Head / Deputy for the following reasons:

- Receiving part time or temporary education off-site
- Exclusion for disciplinary reasons
- Sent home for illness or another reason
- Attending interview
- Medical / dental
- Approved activity
- Study leave
- Educational visit
- Work Experience

### **Annual Holidays**

These are treated in the same way as the above list. Parents have to ask for the school to grant leave for the child to be absent. The Department of Education and Children policy regarding holidays is very clear and states:-

‘Leave of absence for this purpose must not exceed two weeks in any educational year. Leave taken in excess of this two week period must, therefore, be recorded as unauthorised absence.’

If leave of absence is not required, or good reasons notified to the school, then the family will find that the Department of Education Attendance Officer will investigate the matter further.