



MAYFIELD GRAMMAR SCHOOL
GRAVESEND

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APPLICATION FOR LEAVE OF ABSENCE

Dear Parent

We have noted that you wish to make a request for absence.

The Headteacher has discretionary power for a leave of absence to be granted to a student during term time in exceptional circumstances. Should a leave of absence be authorised it is for the Headteacher to determine the number of days a student can be away from school. Leave of absence must be requested at least 4 weeks in advance and cannot be authorised, under any circumstances, if it is not. Leave will not be granted retrospectively.

Leave of absence during term time has been found to be very damaging to the continuity of a student's curriculum. This is particularly so during Years 10, 11, 12 and 13. The school publishes a calendar of events each year and parents should consult this before booking a holiday. **Leave of absence will not be granted during school internal and external examination periods.** It is also expected that if leave of absence is granted, students will take work with them to minimise disruption and the time taken to make up missed work. They must consult staff well in advance about what is appropriate.

Yours sincerely

Mrs E Wilson
Headteacher

Please complete the following request form and return to the Headteacher via your daughter's/son's tutor **at least four weeks** before the proposed period of absence.

I wish my son/daughter _____ in Form _____

To be absent from school from _____ to _____
(first day of absence) (last day of absence)

Reason for request
The total number of <u>school days</u> missed will be

Signature of Parent/Guardian _____

Date _____

Application checked by Form Tutor _____

Date received: _____

Learning Leader _____

Attendance %: _____

Approved/not approved by Key Stage Co-ordinator _____

If approved agreed number of days absent: _____