



# Haileybury Malta

## Request for Leave of Absence

Term-time holidays are intended for children whose parents are unable to take holiday at any other time.

The school will consider every application individually; its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays is **not a right**. An application must be made in writing, with appropriate evidence, **in advance** of the intended holiday.

Haileybury Malta cannot authorise leave of absence unless:

- An application has been made **in advance** by the parent with whom the pupil normally resides AND
- The Head considers that there are exceptional circumstances relating to the application.

The school will consider authorising holidays for (exceptional circumstances):

- service personnel and other employees who are prevented from taking holidays out of term-time;
- when a family needs to spend time together to support each other during or after a crisis;
- parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.

Requests for holidays for the following reasons will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

The school will respond to all requests for a leave of absence in writing giving the reasons for the decision.

### Extended leave of absence

In considering absence for extended trips overseas the school will take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identity and self-esteem as they grow up;
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);
- the reasons for wishing to make a visit is more difficult where huge distances and high costs are involved.

**REQUEST FOR LEAVE OF ABSENCE FORM**

Name of Child(ren)		Year Group(s)

Name of Parent	Date(s) of Proposed Absence		No. of school days child(ren) would miss

Please indicate the reasons for this absence. If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern (please see the attached – guide for parents before writing your reasons)

<u>Signature</u> of Parents	Date	If this request is for a term time holiday, I confirm that the holiday has been...	
		booked	Not booked

*Please return this form to school before any booking is made if this is for a holiday to be taken during term time*