



GUERNSEY GRAMMAR SCHOOL
 and
SIXTH FORM CENTRE
LES VARENDES, ST. ANDREW'S, GUERNSEY, GY6 8TD
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 Headteacher: Mrs Elizabeth Coffey

To the Headteacher/Director of Sixth Form Studies

APPLICATION BY PARENT/CARER FOR STUDENT'S LEAVE OF ABSENCE FROM SCHOOL

Student's Name: Tutor Group:
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Parent/Carer Email:
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(The school will email by return)

I wish to apply for my child to be absent from school for **Exceptional Circumstances (please see overleaf for further information)**. Please note: **Leave of Absence for the purposes of holiday will not be authorised.**

First date of intended absence: Date of intended return:
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Please state below why absence is necessary in term time. (Please continue on a separate sheet if necessary)

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Number of days in total:

Requests for extended leave of absence may require a meeting with the Headteacher/Director of Sixth Form Studies

I confirm that the above activity is essential and cannot take place outside of school time. I have checked the school 'Calendar of Events' and the dates requested do not coincide with my child's school commitments e.g. examinations. I understand that absences for some purposes will affect my child's overall attendance level.

Signed/e-signature: (Parent/Carer) Date:

NOTES

Please return to the HT/DofSFS, no less than 2 weeks, wherever possible, before period of absence would start. The HT/DofSFS will consider a number of factors when deciding whether or not the absence should be approved, which will include the student's overall pattern of attendance, proximity to any examinations and his/her ability to catch up on the work.

Leave of Absence for the purposes of holiday will not be authorised.

Exceptional Circumstances include:

- Participation in an approved public performance.
- Participation in an approved sporting event (e.g. representing Island, County, Region or Country).
Leave of absence for spectating at sporting events cannot be given.
- Family reasons including hospital appointment, funeral of close relative etc
- Religious and cultural considerations

Permission will only be given if it is considered that:

- the activity cannot take place out of school time.
- the absence will not jeopardise your child's education.
- it is essential for your child's overall welfare.

Please note that any absence not requested in advance will result in an unauthorised absence being recorded for your child.

For Office/Headteacher/Director of Sixth Form Studies Use Only

CALCULATION CHART - LEAVE OF ABSENCE IN TERM TIME

Each request will be considered individually. In order to support this consideration, the following criteria will be applied:

Student's level of attendance	Current Academic Year	Previous Academic Year
Leave of absence already authorised in the current academic year?		
Proximity to important calendar events including examinations		
This request for Leave of Absence is approved/ not approved (delete as appropriate) Code for absence:	School Office	Signed
	Response to receipt of form via email	
	Information processed into SIMS – Code:	
	Headteacher – Signed	
C Other Authorised Absence		
H Unauthorised Absence		
I Interview		

P R V W O	Approved Sporting Activity	Official response via email/letter	
	Religious Observance	Achievement added to SIMS	
	Educational Visit	File	
	Work Experience		
	Unauthorised Absence		

Signed: Headteacher/Director Of Sixth Form Studies

.Date:

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