

QEGS Absence Request Guide

Parents may still make an advance application for the following reasons:

1. **An off-site educational activity such as approved tuition or residential courses.**
2. **External exams (music grades, driving tests etc)**
3. **Interviews and University/ College open days**
4. **Family Bereavement**
5. **Day of Religious Observance**

Please note:

- Requests for holiday leave cannot be authorised by the school.
- Please note that leave taken without the school's permission will be recorded as 'unauthorised' which forms part of the student's official attendance record.
- The school cannot be responsible for supplying work in advance for unauthorised absence.
- All requests for absence need to be made at least 2 weeks in advance, and if approved, will be recorded as an "Authorised Absence". Retrospective applications cannot be considered.
- Requests for leave for a student whose attendance is below 95% is unlikely to be agreed.
- Leave of absence requests for GCSE, AS, or A2 students will only be considered for activities covered in points 1-5 listed at the top of this guidance, and only if it does not impact on preparation for examinations; this includes mock exams.



QUEEN ELIZABETH'S GRAMMAR SCHOOL, HORNCastle

Application for Leave of Absence for Students

From 1st September 2013, regulations covering leave of absence requests have changed. The School can only authorise leave during term time under exceptional circumstances. All holidays are expected to be taken during school holiday periods.

Before completing this form please read the 'Absence Request Guide' on the back of this form.

Please use a separate form for each student

Date of Application:	
Student's Name:	
Year & Form:	
Address:	
E-mail address: <i>Reply will be sent by e-mail where possible.</i>	
First day of proposed absence:	
Date on which student will return to school:	
No. of school days which will be missed:	
<i>Please see the notes overleaf before completing this section.</i>	
Please provide details (including exceptional circumstances) of the absence request :	
Parents or Carers Name:	
Signed: (Parent/Carer)	

This form MUST be completed and returned to the Headteacher

AT LEAST TWO WORKING WEEKS BEFORE THE REQUIRED PERIOD OF ABSENCE

Parents/carers are responsible for ensuring that students complete any work missed during the absence

Completion by school only:

<i>Date Received:</i>			
<i>Authorisation Granted:</i>	YES	NO	FURTHER INFO REQD
<i>Signed:</i>	<i>(Headteacher)</i>		ENTERED ON SIMS
			EMAIL/LETTER HOME