



Student leave during term time

A student's absence during term time can seriously disrupt the continuity of her learning. Not only does she miss the teaching provided on the days she is away, she is also less prepared for the lessons building on that after her return. There is a consequent risk of underachievement which we and you must seek to avoid.

Therefore, the school **DOES NOT** authorise absence during term time for family holidays or trips abroad.

Parents or carers do not have the right to take their daughter(s) out of school for holidays and the school will only grant leave of absence in truly exceptional circumstances.

A student who is absent longer than ten days after an agreed return date, or without authorisation, can legally be removed from the school roll.

Parents or carers who take their daughters out of school without the authorisation of the Headteacher face court action and a fine.

In considering whether or not to authorise leave of absence, the school will look at each case individually, taking into account a student's overall attendance, her stage of education, (e.g. examinations), and the reason for the absence. It is very rare that any student is granted leave of absence.

Leave of Absence forms can be obtained from the school office and all requests should be submitted to our Attendance Manager **at least four weeks before the first day of requested absence.**

Arrangements for trips should **NEVER** be made before permission has been sought from the Headteacher.

Ms Pratt
Assistant Headteacher
Designated Safeguarding Lead