



BOURNE GRAMMAR SCHOOL



Application for Leave of Absence for Students

Date of Application:	
Student's Name:	
Sibling's name (if the application relates to more than one child in School):	
Tutor Group(s):	
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:	
Reason for request: <i>Please see the notes overleaf before completing this section.</i>	
Signed: (Parent/Carer)	

*This form MUST be completed and returned to the Headteacher
AT LEAST TWO WORKING WEEKS BEFORE THE REQUESTED 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		

Leave of Absence will only be granted under exceptional circumstances.

Parents need to make an advance application for the following reasons:

1. An off-site educational activity such as:

- Sports representation
- Music exam
- Dance exam
- Musical or drama performance

These activities will be marked as 'e' (educated off-site) and will not have a detrimental effect on the student's percentage attendance.

2. Family bereavement.
3. Day(s) of religious observance.
4. Family wedding (one day leave only)
5. Funeral of close family relative (one day leave only)