



Rouge Bouillon School Leave of Absence Request Form

Please see over for policy and guidance. To be returned to the Headteacher

Pupil's name (First and Surname)	
Date of Birth	
Year / Class Teacher	
Home Address Inc Post Code	
Parent Contact Number	Home Work

Number of School Days Requested <i>Do Not Include Sat /Sun</i>	Days in Total	From Day/Month/Year	To Day/Month/Year
Reason for request			
Has your child had any other holiday requests?	Yes / No	If yes please give dates	

Signed (Parent / Guardian) Date

OFFICE USE ONLY	
Permission granted / Permission declined	Attendance %
Reason	
Signed	Date

Attendance at school is statutory and children are required to attend school for 188 days each year.

The policy of the Education Department is to support the Headteacher in granting leave of absence for a child of statutory school age only in **exceptional circumstances**.

Leave will not be granted because travel is cheaper in term time or because the person booking was unaware of term dates. School term dates are available in advance www.gov.je/termdates

In order to obtain permission parents are reminded that:

1. Adequate notice is required for applications to be processed.
2. Travel bookings should **not** be confirmed prior to gaining approval.
3. All applications should be made in writing, on the form overleaf to the Headteacher.
4. Additional information may be required to support an application e.g. Letter from employer stating leave cannot be taken during school holidays, copy of medical appointment confirmation, etc.

The school appreciates that some parents are unable to take leave during the school holiday and may wish to apply for leave for their child/ren. Such requests should be balanced against the requirements to attend school and the need to complete curriculum work.

Whilst out of school in term time it is parents' responsibility to ensure appropriate study is completed by their child.

Should a child leave the island for more than ten days the school cannot guarantee their place will be available to them on their return.