

# Blue Gate Fields Junior School



## Pupil Extended Absence Request

Pupils Full Name:	Class:	Year:
Sibling in Juniors? Name:	Class	Year:

How many days off are you asking for?	Date of absence:	Back in school:
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**Reason for absence:**

**For safe guarding reasons, we MUST have details of where you will be staying on your holiday**  
**Note:** If the holiday is authorised by the school, parents must provide a copy of the travel booking confirmation and return tickets.

Destination of holiday (e.g. Bangladesh) ..... Address where you will stay on holiday: ..... ..... .....	Parent/Guardian Contact number/s whilst on holiday: ..... Email address: ..... <b>Contact details of relative in London that can get in touch with parents:</b> Name: ..... Contact number: .....
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### Declaration

*I understand that the maximum leave that the school will authorise is 10 days. I am aware that my child may lose their school place if they fail to return on the agreed date.*

**Print Name:**  
 (Parent/Guardian) .....

**Today's Date:** .....

**Signature:**  
 ((Parent/Guardian) .....

Please turn over page to read and sign our policy on holidays during term time →

**LONDON BOROUGH OF TOWER HAMLETS**

**GOVERNORS' POLICY ON HOLIDAYS AND LEAVE IN TERM TIME**

**Holidays**

Parents are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted. The Tower Hamlets policy is that holidays in term time should not be agreed.

**Other Reasons**

Requests for leave in term time for other reasons should only be agreed in exceptional circumstances and for the shortest possible period.

The governing body has authorised the Headteacher to act on its behalf. The governors also expect applications for leave in term time other than for holidays to be refused. In exceptional circumstances discretion may be appropriate, although this will very rarely happen and no more than 10 days will normally be agreed.

**Applications**

Parents must complete a form available from the school at least 10 days in advance. They should provide supporting evidence of the exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the pupil's educational progress could be affected.

**Losing the school place**

Parents are responsible for returning their child to school on time as failing to do so may mean the child will lose his/her place at school. Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.

**Parent / Guardian Declaration**

*I have read and understood the governors' policy above.*

**Print Name** .....

**Signature** .....

*Have you given us a copy of the travel tickets?*

Yes

***We MUST have a copy of the tickets***

**School Use ONLY**

**Head teacher**  
*(Signature)* .....

**Comments:**  
.....  
.....  
.....

**Attendance percentage this year:**

Authorised

Unauthorised