



# Grands Vaux Primary School

Headteacher: Miss Maria McCool

## APPLICATION FOR AUTHORISED LEAVE REQUEST FORM

To be returned to the School Office. Please see overleaf for policy and guidance

|   |               |                          |   |
|---|---------------|--------------------------|---|
| Pupil's name<br>(First and Surname)   |               |                          |   |
| Date of Birth   |               |                          |   |
| Class   |               |                          |   |
| Home Address<br>Inc. post code  |               |                          |   |
| Parent Contact Number   | Home          |                          |   |
|   | Work          |                          |   |
| Number of School Days Requested<br><i>Do Not Include Sat /Sun</i>                               | Days in Total | From Day/Month/Year      | To Day/Month/Year<br>(including this day) |
|   |               |                          |   |
| Reason for Request<br>(Please provide sufficient detail to inform the decision making process). |               |                          |   |
| Has your child had any other holiday request in the current academic year ?                     | Yes / No      | If yes please give dates |   |
|   |               |                          |   |
| Has your child previously had holiday granted inside school time.                               | Yes / No      |                          |   |

Signed Parent / Guardian

Date

### OFFICE USE ONLY

Permission granted / Permission declined

Reason for Declining

Signed: Maria McCool, Headteacher

Date

**Attendance at school is statutory and children are required to attend school for 188 days each year, and every day is important. Headteachers may only authorise absence in exceptional circumstances.**



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## Leave during Term Time

The Education Department does not, at any time, support leave during term time, however, in exceptional circumstances head teachers have the discretionary power to grant leave in accordance with this Policy.

Each case should be considered carefully taking into account:

- The age of the child
- The time of year
- The nature and purpose of the trip
- Family circumstances
- Attendance pattern of the pupil
- Previous requests

In order to obtain permission parents are reminded that:

1. Adequate notice is required for applications to be processed.
2. Holiday bookings should not be confirmed prior to gaining approval.
3. All applications should be made in writing, on the form overleaf, to the Headteacher.

The school appreciates that some parents are unable to take holiday leave during the school holiday and may wish to apply for holiday leave for their child/ren. Such requests should be balanced against the requirements to attend school and the need to complete curriculum work. Whilst on holiday in term time it is parents' responsibility to ensure appropriate study is completed by their child.

There will be certain times when holiday requests will not be granted e.g. during exam time, poor attendance record.

**Grands Vaux School**  
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