



REQUEST FOR LEAVE OF ABSENCE

Leave of Absence during term time

Regular attendance at school is essential for academic progress and overall wellbeing. Research consistently shows that students with attendance of 95% or higher achieve significantly better outcomes than those with lower attendance. Even short absences can disrupt learning and confidence.

School Policy

In line with Ballakermeen High School's focus on attendance - our mantra being "Strive for 95" - we no longer authorise holidays during term time, except in exceptional circumstances. This decision supports our commitment to helping every student reach their full potential. It is worth noting that 10 days of absence would immediately result in an attendance figure below 95%.

Requests for leave must:

- Be submitted in advance using this form.
- Clearly explain the exceptional reason for the absence.
- Be approved by the Headteacher before any arrangements are made.

If an absence is taken without authorisation, it will be recorded as unauthorised.

Legal Guidance (DESC Attendance Policy, 2004 Regulations)

Under the Education (Registration of Pupils) Regulations 2004:

"On application made by the parent with whom the child normally resides, a pupil may be granted leave of absence from the school to enable them to go away on holiday. Provided that, save in exceptional circumstances, a pupil shall not be granted leave of absence for this purpose for more than 10 school days in any school year."

Key points from the Department's guidance:

- Leave of absence for holidays is not a right and is granted only at the Headteacher's discretion.
- Exceptional circumstances will be considered on an individual basis.
- Leave will not normally exceed 10 school days in any academic year.
- Absence without authorisation will be recorded as unauthorised and may lead to legal action by the Department.
- Leave of absence must be requested in advance, not retrospectively.

Exceptional Circumstances

Examples of circumstances that may be considered exceptional include:

- Bereavement or serious illness of a close family member.
- Family circumstances beyond the parent's control (to be assessed case by case).