



Bishop Vesey's Grammar School

APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

This must be completed by the parent/carer and returned to the school as far in advance as possible, and at least seven days before the first date of the period of absence being requested.

Parents/carers must obtain the school's authorisation before making any bookings for holidays in term time, which will be considered only in exceptional circumstances.

Applications for absence during term time are authorised at the discretion of the Headteacher and each application will be considered individually, taking into account factors including the timing of the holiday and the student's attendance record.

Taking a holiday during term time interrupts teaching and learning and can disrupt educational progress.

Name of student(s) Form

I request authorisation for the above to be absent from school

From To

Total school days:

Exceptional circumstances for request:

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Signature of parent/carer Date:

*Please return to S Weblin, Headteacher's PA
s.weblin@bishopveseys.bham.sch.uk*

For school use only

Headteacher signature:

Date reply returned:

Decision reached:

MSO attendance record updated:
