



Attendance Policy Appendix 1

Requests for Absence (pupils)

Absence leave will only be granted in exceptional circumstances by the Headteacher. This Appendix details types of leave of absence requests. Proof in all cases will help to support the authorisation of any term time absence request.

Type of leave	Authorised/Not Authorised
Medical Appointment	• Approved in the vast majority of cases. On occasion, parents/carers might be asked for evidence of appointment. • Where possible, medical appointments should be made outside school hours.
Family Emergency e.g. medical emergency	• Approved in the vast majority of cases when there is: <i>Nobody else to collect.</i> <i>Has been a significant accident.</i> <i>Medical incident/illness of a close family member.</i>
Term-time Holiday	• Not approved.
Family Wedding	• Day(s) of the wedding. • Possible approval of additional days dependent on travel/location. • Proof such as the invite/travel information. *It is possible that the request may partially be approved.
Extra-Curricular Exams	• Formal exams approved.
Religious Events/Cultural Festivals	• The day of the event/festival will be approved.
Death of a close family member/Funerals	• Approved.