



British Embassy School Ankara

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APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL FOR FAMILY HOLIDAY DURING TERM TIME

Please note: taking your child out during school term could be detrimental to your child's education progress

Full Name of Child(ren)	
Address	
Leave requested from	To
Total number of school days	
Reason for application	
I/We have read the information on the reverse of this application and would like to formally request the leave of absence as shown.	
Signature of Parent(s)/Carer	
Date	
The Head Teacher will consider your request for leave of absence taking into account the following:- <ol style="list-style-type: none">1. Guidelines followed in the UK2. The child's previous attendance history3. The child's stage of education4. The time of year (SATs or exams)5. Whether the parents are restricted in terms of leave from their employer	
Your request for leave of absence from school has been accepted/not accepted	
Signature of Head Teacher	
<i>Please note: Retain the original signed and completed forms in school records and ensure a copy is returned to the Parent/carer of the student to confirm authorisation</i>	

Head Teacher: Dawn Akyurek. MA, BA (Hons) P.G.C.E.

As per UK guidelines, the BESA should not authorise absences if they believe that it is to the detriment of the student's education or if the absences are during school exam periods and SATs.

Before completing this application, we would advise you to consider very seriously how the absences will affect your child's education. The BESA is not obliged to provide work for students taking leave of absence, however the class teacher with the Head Teacher's approval may do this at their discretion.

UK guidelines advises that any excessive family holiday or any refusal of leave of absence must be recorded as unauthorised by the school on the student's records

Discuss with the school any request for holiday prior to making a booking. It is the parents/carers' responsibility to ensure you receive confirmation from the school before the trip is taken. Do not assume permission is granted if you have not received written confirmation.

If the Head Teacher does not approve an application for leave of absence, an appeal can be made through the Governing Board. This cannot be made retrospectively.