



British Embassy School  
Ankara

VALUING INDIVIDUALS

**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL IN EXCEPTIONAL CIRCUMSTANCES  
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)		
Leave requested	From (first day of leave):	To (last day of leave):
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"><li>1. BESA Attendance Policy</li><li>2. The child's previous attendance history:</li><li>3. The child's stage of education</li><li>4. The time of year (Assessment or examination periods)</li><li>5. Whether the parents are restricted in terms of leave from their employer</li></ol>		
Your request for leave of absence from school has been determined as authorised/ unauthorised		
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>		



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As per the BESA Attendance Policy we will not authorise absences if we believe that it is to the detriment of the student's education or if the absences are during school exam periods and assessments (GL).

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.