

Request for Leave of Absence – Holidays in Term Time

The Department for Education makes it clear that schools cannot grant any leave of absence during term time unless there are exceptional circumstances.

Parents and carers who would like the school to consider granting leave of absence during term time should write to Ms Mills, Headteacher, detailing the exceptional circumstances which give rise to the request.

To request leave of absence during term time, parents and carers must write to the Ms Mills headteacher detailing the exceptional circumstances which give rise to the request. Requests can be posted to the normal school address, dropped off in person at the main office, or emailed to contactus@birchwoodhigh.org

Your request should include the following information:

- Your child's name,
- Your child's year group,
- The dates of absence from school being requested, and
- The details of the exceptional circumstances.

Ms Mills will consider each request individually on its own merits, and parents and carers you will be contacted in writing with the outcome. For more information, please check the school attendance policy in the School Policies section of our website.