



ADDITIONAL LEAVE POLICY

Date of Last Review	November 2020
Date of Next Review	November 2022
Review period	Biennially

Tayyibah Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Additional Leave Policy

In general the school does not authorise any leave during school term times. However, in special cases leave may be granted based on the explanation and evidence provided (e.g. bereavement of a close family member, medical concerns to the individual etc. Whilst we understand unforeseen circumstances happen, the Head teacher must be informed in writing and parents and students should be aware that each case will be assessed on an individual merit. Parents are strongly advised to take relevant steps after they have received a response from the school.

It is to be noted that:

1. At the discretion of the head teacher, additional leave may be authorised up to a maximum of **5** school days at any one time during an academic year and only under special circumstances
2. Pupils must be back on the first day of the new Academic Year, failure to do so may result in exclusion on return and may lead to pupil being taken Off role
3. No additional leave may be granted to Year 11 Students
4. No additional leave may be granted to Year 10 during GCSE Assessment period
5. No additional leave may be granted to Students during Revision & Exams

Absence in term -time will not generally be authorised under the following circumstances:

- when a child's attendance is below 96% and punctuality level below 95%;
- if the child has been suspended, is on or has been on report or on probation following a behaviour-related problem;

Absence for performing 'Umrah or Hajj may be agreed by the Headteacher, but will not exceed 10 days, in any school year. This will only be applicable if the child herself is going for 'Umrah or Hajj, proof of which will have to be provided to the school. Again, the discretion on whether or not to grant approval for 'Umrah or Hajj will remain with the head teacher

If leave is granted then it is the responsibility of the parents/guardians to liaise with teachers and collect schoolwork during the absence. Parents/guardians must ensure that the child completes all schoolwork during the absence. Failure to catch up with missed work will be taken into consideration in any future application for additional leave.

Each application will be assessed on its own merits. The head teacher's decision is final.

Students who are taken on unauthorised leave will be suspended on return

Please note, a child may need to self-isolate following trips overseas, that require a period of quarantine. The school must be informed of such a situation.

APPENDIX 1 – REQUEST FOR LEAVE DURING TERM TIME FORM

To: The Head Teacher of Tayyibah Girls School

Date _____

I request consideration of a grant of leave of absence from school during term time for:

Child's Full Name	Class	Mum Address	Dad Address <i>(if different)</i>

For the period	From:	To:
The exceptional circumstances and reason for this request are: 		

Signature of 1 st Parent/Carer(s)		Print Name	
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Signature of 2 nd Parent/Carer(s)		Print Name	
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For Office Use Only

Current Attendance %		Last Year's Attendance %	
Number of school sessions taken as leave during term time (<i>this academic year</i>)			

<p>Agreed/Not Agreed</p> <p>Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.</p>
<p>Reason to accept/decline <small>(please delete)</small> request:</p>

Signed Headteacher:		Date:	
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