



THOMAS MILLS HIGH SCHOOL

a DfE-designated Academy

Saxtead Road, Framlingham, Suffolk, IP13 9HE
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Headteacher : P J Hurst, BA, MA, MBA, NPQH



REQUEST FOR LEAVE OF ABSENCE FOR A STUDENT IN EXCEPTIONAL CIRCUMSTANCES

You should not normally take your child away in term time – it can be disruptive both to your child’s learning and to the school. This school will only consider leave of absence in term time where both:

- The application is made to the school in advance by a parent with whom the child normally lives
- There are special reasons (exceptional circumstances) for needing to take leave.

Applications should be made as far in advance of the leave as possible. The school will only agree to more than 10 school days of absence in any school year in extremely exceptional circumstances.

How are term time request considered?

The school will judge each request individually, taking into consideration:

- The time of year for the proposed trip
- Your child’s overall attendance record
- Any leave already taken in the school year
- The age and stage of education of your child
- The ability of your child to catch up the work missed
- The reason why you are taking the time off during term time

In years 9, 10 & 11 there are GCSE assessments taking place throughout the academic year. Pupils are expected to have checked with their Head of Year and individual teachers prior to requesting leave of absence.

While authorisation may be given for an absence during term time, it is entirely the school’s decision and is not a parental right.

AFTER COMPLETION PLEASE RETURN TO MRS WILDEN, ATTENDANCE OFFICER, SCHOOL OFFICE

I wish to apply for leave of absence from school to be granted to:

Name of Child..... Form Group

The exceptional circumstances are

Date of proposed absence From To

*For years 9, 10 & 11 – My child has checked with **all** subject teachers who have signed attached timetable re : exams, controlled assessments and homework.*

please tick

Signature of Parent Date