Student Request for Absence

(Please return to attendance@tgs.kent.sch.uk)

NAME		FORM	
DATE(S) OF ABSENCE		NUMBER OF DAYS MISSED	
EXCEPTIONAL REASON FOR ABSENCE			
SIGNED BY PARENT/CARER			
PRINT NAME		DATE	

FOR OFFICE USE ONLY

% ATTENDANCE	CURRENT YEAR:	PREVIOUS YEAR:	
ABSENCE AUTHORISED	YES/NO	COMMENT WHERE APPLICABLE	
SIGNED BY HEAD TEACHER		ABSENCE CODE TO BE USED	

Please note Tonbridge Grammar School will not authorise absence from school for holiday during term time.

All requests for planned absence must be as far in advance as possible of the date of the request in order to give sufficient time for consideration in school. Planned absence requests received at short notice or after the period of absence will not be authorised.

The Attendance Policy is available on the school website.

Information for Parents: Requests for Leave of Absence During Term Time

Attendance and the Law

Regular attendance is essential to a student's education, wellbeing and progress. Parents are legally responsible for ensuring that their child attends school regularly and arrives on time.

Tonbridge Grammar School expects students to attend every timetabled session unless there is a valid reason for absence.

Requests for Leave of Absence

The School's Attendance Policy states:

"The Head Teacher will only grant a leave of absence to a student during term time if they consider there to be exceptional circumstances."

Each request is considered individually, taking account of the specific facts, circumstances and relevant context behind the application.

Parents should not assume that a request will be authorised.

Applying for Leave

- Requests should be submitted as soon as they are anticipated and, where possible, at least **two weeks before** the proposed absence.
- Supporting information or evidence should be provided where relevant.
- Parents may request leave, but **only the School can determine whether an absence is authorised**.
- Families should not make travel arrangements until a decision has been received from the School. The School cannot take responsibility for financial commitments made before a decision has been communicated.

What May Be Considered Exceptional?

Examples may include:

- Significant family bereavement.
- Serious illness or emergency involving a close family member.
- Religious observance on a day set apart by the relevant religious body.
- Other genuinely exceptional and unavoidable circumstances.

The existence of a good reason, family commitment or worthwhile experience does not automatically mean that a request will be authorised.

What Is Not Normally Considered Exceptional?

Examples may include:

- Family holidays during term time.
- Travel arranged because flights are cheaper or more convenient.
- Visiting relatives overseas, unless accompanied by exceptional circumstances.
- Family celebrations or weddings where the requested absence exceeds the minimum necessary period.
- Leisure, recreational or sightseeing trips.

Impact of Absence

The impact of absence is not limited to missed classwork. Students may also miss:

- Assessments and examinations.
- Practical and collaborative learning activities.
- Tutor time, assemblies and PSHE.
- Opportunities for teachers to monitor understanding and progress.
- Wider enrichment and pastoral experiences.

These elements cannot always be fully replicated or recovered following a period of absence.

Staff are not expected to prepare separate programmes of work or provide lessons in advance for students undertaking term-time absence. Students are expected to catch up on missed learning through lesson materials, resources available on Teams and support from peers where appropriate.

Unauthorised Absence

If a request is refused and the absence is subsequently taken, the absence will be recorded as unauthorised.

Unauthorised absence may result in the School being required to consider whether a **Penalty Notice request** is appropriate in accordance with the national framework and the Kent County Council Code of Conduct.

If you are unsure whether your circumstances may qualify for authorised leave, please contact the School before making arrangements.