

**WYMONDHAM COLLEGE**  
**LEAVE OF ABSENCE FOR STUDENTS**  
**POLICY**

**Introduction**

1. The Governing Body is committed to providing the best possible education for students. In order to benefit from this education and the wider experiences available at the College, the Governors believe that students should attend the College regularly and promptly whenever the College is in session.
2. The absence of students causes disruption to the education of other students as well as the student who is absent and creates additional work for class teachers.
3. Parents and carers are asked to ensure that students are not absent from the College without good reason. In particular, they are asked to ensure that they use the College's long vacations to avoid the need to request leave of absence for family holidays.

**Authorised Absence**

4. The Principal, or a Vice Principal or Assistant Principal acting on his behalf, may authorise absence where the absence is requested:
  - To attend medical, dental or optometric consultations that could not take place out of College hours;
  - For purposes of religious observance;
  - To participate in significant family events, for example the marriage of a close relative, the golden wedding anniversary of grandparents or the funeral or memorial service of a close family member;
  - For representative or elite sporting commitments;
  - To participate in a musical or dramatic activity approved by the College\*;
  - To act as a representative of the College, the Local Authority or another public body;
  - For purposes associated with the involvement of the student's family in the agricultural community, other than to work;
  - To experience the workplace under the College Experience of Work policy;
  - To attend an interview or open day at a University, College of Higher Education or any other educational establishment.
5. Absence for family holidays will not normally be authorised other than in exceptional circumstances where a family holiday could not have been taken during the College vacation, for example because of a serious illness of a close relative or the deployment of a parent/carer who is a member of HM Armed Forces.

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\* Students performing in professional film or television productions may require a licence from the Local Authority

6. All other absence will be recorded as unauthorised and will be reported as such to the Local Authority and Department for Children Schools and Families.

### **Procedure for Requesting Leave of Absence**

7. Routine Leave of Absence of not more than two days for one of the purposes allowed in this policy may be granted on application to the student's Head of House.
8. Other Leave of Absence should be requested from a Vice Principal as follows:
  - From the Director of Boarding for boarders (Years 7-11)
  - From the Dean of Students for day students (Years 7-11)
  - From the Director of Sixth Form for all Sixth Formers
9. Leave of Absence should be requested at least one week in advance. Where Leave of Absence is granted it is the responsibility of the student to inform his/her class teachers of the absence, to request that work be set, to ensure that work is completed following the absence and to ensure that any request for leave of absence does not conflict with either an exam or assessment.

M Roffe  
Principal

6 October 2008

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