

## Ernest Bevin College – term time holiday / leave of absence application form (students).

Please use this form to apply for permission to take a student out of college during term time. This should be handed into the Principal's PA or sent by email to [mail@ernestbevin.london](mailto:mail@ernestbevin.london). A separate form should be completed for each sibling, where this applies.

Please note the following advice from Wandsworth's Educational Welfare Service:

- Term time holidays should not be regarded as a right,
- Head teachers / Principal's should only grant leave of absence in exceptional circumstances,
- All applications must be made as soon as the need to travel arises and before travel arrangements are made,
- The college may request to see evidence of medical emergencies,
- The decision to grant leave should take into account the student's current level of attendance, the duration of the leave requested, the stage of education of the student and the nature of the exceptional circumstance,
- If leave is not granted and the student still travels, or if the student is absent beyond the period of agreed absence – this will be marked as an unauthorised holiday and the Educational Welfare Service are likely to issue a Fixed Penalty Notice.

<b>Student Name and Tutor Group</b>	
<b>Date of Application</b>	
<b>First day of requested leave</b>	
<b>Final day of requested leave</b>	
<b>Where will the student be during this requested leave</b>	
<b>Name of the adult with responsibility during this requested leave.</b>	
<b>Emergency contact number</b>	
<b>Nature of the exceptional circumstances</b>	

<b>College response</b>	<i>The college will use this space to respond to the request for leave of absence with agreed dates and reason(s)</i>
<b>Signed</b>	(Rukhsana Sheikh, Principal)

Copy to tutor, HOY, SD, PS and RXS.