

## Appendix 2 – Examples of requests for leave of absence during term time which are not likely to be approved – The Hastings Academy

The list, below, is by no means limited to what is addressed within these examples. Each request/reason for absence will be reviewed on its individual merits.

- Attendance at a wedding or other celebratory event of a friend or non-immediate family member (immediate family includes parents, grandparents, brothers and sisters. Adopted, half and step members are also include in immediate family
- Attendance at a wedding of an immediate family member of more than 1.6 days' duration. NB we would not expect a parent to schedule their own wedding during term time
- Repeated requests to attend the weddings of immediate family members
- Birthday celebrations
- Going on a holiday which has been won in a competition or which has been given to the family
- Going on a holiday because of its price; availability of desired accommodation, flights or other transport, or the prospect of better weather
- Staying at home to care for a sibling or family member
- Supporting a family member with interpretation duties
- Social activities, such as shopping, going to an airport to meet relatives, having a hair cut

We respectfully ask that all doctors, dentists and hygienist appointments are made out of school hours, for many surgeries operate evening and weekend appointments. All hospital appointments must be evidenced by the appointment card/letter.

All requests for leave of absence will be recorded, in order to identify any patterns or repeated requests.