



BRADFIELD COLLEGE

COEDUCATIONAL BOARDING SCHOOL FOR 13 TO 18 YEAR OLDS

Request for leave of absence during Term Time

This form must be submitted to the Headmaster and approval gained at least a term in advance and before any booking is confirmed

IMPORTANT: PLEASE READ THIS BEFORE COMPLETING YOUR APPLICATION

Leave of absence in any College year may be authorised by the Headmaster at least a term in advance and only in circumstances where it is impossible to take leave other than in term time. The cheaper cost of holiday flights in term time is not sufficient reason to authorise leave.

Holidays in term time have a seriously detrimental impact upon a pupil's education. This is particularly damaging to pupils in the Fifth and Sixth forms. No leave will be granted to any pupils during periods of external or whole school examinations. All pupils are expected to catch up with any work missed due to holiday.

PUPIL: HOUSE:

Dates of proposed leave: from to Number of school days:

Reason why it is not possible to take leave other than in term time:

Signature of Parent/Guardian:

Name (in Block Capitals): Date:

FOR COLLEGE USE ONLY: Leave is: Approved/Denied

Reason:

Signed:..... Headmaster