

Leave Request - Extracurricular Activities

The Headteacher may only grant leave of absence during term time for exceptional circumstances.

Examples of where leave *may* be granted during term time for extra-curricular activities are as follows:

- **Participating** in a sporting/music event.
- To perform and/or rehearse for a performance i.e. television, film or on stage*
- Taking part in sport or modelling for which payment is being made*
- To attend an extracurricular exam

Where there are circumstances that fall outside of the above, please complete this form for your request to be considered.

Supporting evidence will be required from the organiser of the event, performance or exam.

A student's school attendance will be a contributing factor when considering all requests for leave for extra-curricular activities.

*A Performance License may be required: <https://www.gloucestershire.gov.uk/education-and-learning/apply-for-a-child-performance-licence/>

If you have any questions relating to a leave of absence from school, please contact:

Mrs Debbie Gardner, Education Welfare officer - dgardner@klbschool.org.uk



Leave Request – Extracurricular Activities

Student's Name Tutor Group

Date of first day of absence Date of return to school

Number of school days that your child will be absent from school

Details of extracurricular activity

.....

Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Miss/Ms

Forename..... Surname.....

Relationship to student

Supporting evidence is attached

Signed Dated

Please return completed form to: Miss Harding, KLB Attendance.

For school to complete and a copy retained: School Attendance AUTHORISED/UNAUTHORISED

Headteacher: Tim Rand

Tel: 01453 842227 Fax: 01453 845480 info@klbschool.org.uk www.klbschool.org.uk
 KATHARINE LADY BERKELEY'S SCHOOL, WOTTON-UNDER-EDGE, GL12 8RB

Katharine Lady Berkeley's School is a private company limited by guarantee registered in England & Wales at the above address. Company No.7696921