



**September 2018**



## **Leave requests for students to participate in a sporting activity**

We recognise that students at Katharine Lady Berkeley's School have exceptional skills and talent. We always endeavour to support our students with their extracurricular activities, on condition that the absence is not detrimental to their education. Absences to participate in a sporting activity are usually authorised if:

- A request for leave is made prior to the event
- The student's attendance is not below 93%
- The absence isn't during exams or assessments
- Written confirmation is received from the sporting body giving details of the event and the day/s absence required

If you have any questions regarding an absence for your child, please contact Debbie Gardner, Education Welfare Officer – [dgardner@klbschool.org.uk](mailto:dgardner@klbschool.org.uk)

