

Guidance Document

Criteria for Leave of Absence

Exceptional Circumstances

1. Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in school holidays. This must be evidenced by production of the policy document of the organisation.
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad.
3. Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided.

Where there are other factors which the head teacher may consider to be exceptional circumstances this may be referred to the local authority for advice.