

Additional Leave Policy

1. At the discretion of the SDC, additional leave may be authorised up to a maximum of 5 school days only under special circumstances
2. Pupils must be back on the first day of the new Academic Year, failure to do so may result in exclusion on return and may lead to pupil being taken Off role
3. Leave may not be authorised at the beginning of the summer holidays
4. No additional leave may be granted to Year 11 Students
5. No additional leave may be granted to Year 10 during GCSE Assessment period
6. No additional leave may be granted to Students during Revision & Exam period (Progress Test & GCSE)
7. Parents performing Haj must make suitable arrangements for their child to attend school. Additional leave may be granted if no such arrangements can be made only in special circumstances but not during exam preparations or any exam / assessment period
8. For Haj each case to be assessed on individual merits
9. Where leave has not been authorised by the School Management and the pupil has been absent, **a penalty of £60 per day** will be enforced for the full duration of the unauthorised leave period. All payments must be made in full on the day before the pupil can be readmitted into school

Each application will be assessed on its own merits. The Managements decision is final.