



**SAFA  
COMMUNITY  
SCHOOL**

**At SCS we aim to enable our learners to have  
success for today and to be prepared for  
tomorrow.**

نحن في مدرسة صفا كومونييتي نسعى لتأهيل طلابنا إلى  
النجاح اليوم، وإعدادهم لمواجهة عالم الغد

## **Application for Leave of Absence from School During Term Time**

The school recognises that student absence during term time can seriously disrupt a student's continuity of learning. Parents are therefore strongly urged to avoid booking a family holiday in term time. Parents should apply in advance to withdraw students from school for a holiday.

As a parent or carer, please complete the form below if you are planning to take your child out of school during term time. This form is only completed for absences outside of illness.

After completing the form, please return to reception by hand or email the correct absence team as stated below:

**Foundation Stage:** [fsabsence@safacommunityschool.com](mailto:fsabsence@safacommunityschool.com)  
**Year 1 to Year 6:** [absence@safacommunityschool.com](mailto:absence@safacommunityschool.com)  
**Year 7 to Year 9:** [secondaryabsence@safacommunityschool.com](mailto:secondaryabsence@safacommunityschool.com)  
**Year 10 to Year 13:** [collegeabsence@safacommunityschool.com](mailto:collegeabsence@safacommunityschool.com)

You will receive notification from us regarding the approval within four (4) working days.

Name and surname of parent/carers requesting the leave:

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Name and surname of student (as is known by the school):

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Year group and class of the student (e.g. Year 1EMC or Year 7A):

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First day of absence:  /  /   
Day Month Year

Last day of absence:  /  /   
Day Month Year

Reason for the absence:

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Signature of Parent/Carer:  Date:  /  /   
Day Month Year

Please be advised that your request for this leave of absence has been:

☐ **Authorised** ☐ **Unauthorised**

### ***Important to Note:***

- Holidays are not authorised in the first or last week of any term. They will be regarded as unauthorised.*
- Holidays will also not be authorised during assessment periods.*
- No more than three (3) days are authorised for extended periods of absence.*

If your request is unauthorised and you wish to discuss this further, please email:

- FS1 to Year 6: [primarypa@safacommunityschool.com](mailto:primarypa@safacommunityschool.com)
- Year 7 to Year 13: [secondarypa@safacommunityschool.com](mailto:secondarypa@safacommunityschool.com)