



## PUPIL LEAVE OF ABSENCE PROCEDURE:

### Requests for Leave of Absence due to Commitments in Sports or Performing Arts

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#### Contents

|                         |   |
|-------------------------|---|
| Scope .....             | 1 |
| Examples.....           | 1 |
| Principles.....         | 1 |
| Details .....           | 2 |
| Particular Points ..... | 2 |

#### Scope

- a) To cover requests for occasional leave of absence, arising because of a special skill or ability of the pupil, to perform at particular events of regional, national and/or cultural importance
- b) To cover requests for regular leave of absence to receive tuition outside school in the particular skill or ability

#### Examples

- requests for pupils to represent their country at a sporting tournament, in the UK or abroad;
- requests for pupils to take part in a series of performances or productions of an artistic nature;
- requests for pupils to receive specialist coaching in a particular sporting event during the normal school day.

#### Principles

Requests should be made by parents with two weeks notice so that proper consideration can be given to the pupil's case. The school recognises that occasionally more urgent requests may be necessary, but these should be infrequent.

Broadly speaking, the school will look favourably on these requests while the pupil's general level of performance in school remains satisfactory or better, and the pupil's out-of-school advisers or tutors are in agreement with parents that the leave of absence would be reasonable.

Absence from school for these reasons will be classified as "approved sporting activity", "holiday" or "educated off-site" (whichever is most appropriate) for the purposes of the register and ideally should not add up to more than two weeks in any one academic year. The "holiday" classification will be used when there is no provision for general subject support or tuition during the course of the event. There are certain times in the year when leave of absence for holidays



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(e.g. the examination season) is not normally granted; the same restrictions should apply in these cases.

The fundamental broad and balanced curriculum principles of the school should never be compromised.

The absence of the pupil should not cause unreasonable extra demands on either staff or other pupils. Staff will not be expected to set alternative work for the pupil to do during his/her absence.

The pupil should, in consultation with each subject teacher, catch up on missed work on his/her return to school.

### Details

Regular external tuition should be organised in such a way that the time varies each week on a rota basis. In this way, it is not always the same lesson that is missed. The same system is used for the individual instrumental music lessons that take place on the school premises.

In general, for a short absence, the pupil should be able to copy up on missed work with the help of fellow pupils, and the subject teacher if necessary. In the case of longer absences, the pupil should ask the subject teacher for advice on which items are most important. In some cases, photocopied notes (perhaps of another pupil's work) might suffice whereas in others the full experience, as far as possible, will be necessary.

Requests to modify the Beaumont curriculum for a particular pupil will be taken on merit, subject to the minimum requirements of the statutory National Curriculum.

### Particular Points

Leave of absence from Drama lessons, especially in years 10-13, will often be inappropriate because of the nature of the curriculum; the outcomes for other pupils in the absentee's working group could be adversely affected.

Pupils and parents should not assume that lessons during the summer term of year 9 can be missed in those subjects not being taken in year 10; the school is obliged to deliver the National Curriculum in the full range of subjects and the Teacher Assessment of level is not carried out until July.