



# The Duke of York's Royal Military School

Dear Parents and Guardians,

## **Term Time Absence Requests:**

We continue to receive large numbers of term time leave requests for students. Therefore, the following information is to ensure perfect clarity so that you are not faced with disappointment or extra travel costs:

Unless the request is a result of exceptional circumstances, the request cannot be approved. Examples of exceptional leave include medical, dental appointments, funeral attendance, religious ceremonies or observances, interviews at Sixth Form Colleges or University Open Days – the requests are dealt with on a case-by-case basis.

Please note you can only allow your child to miss school if either they are too ill to attend School or there are exceptional circumstances. The parent must obtain advance permission from the School before any term time absence takes place and any travel bookings are made. Both the School and the parent/s are legally accountable to Kent County Council for any absences that occur.

The 'Exceptional Leave' request form (link below) is to be used for any future requests and should be completed with details of the absence request and then submitted to [Jane.Skinner@doyrms.com](mailto:Jane.Skinner@doyrms.com). Mrs Skinner will then put your request before the Principal for his consideration.

Please note that leaving your request the day before, or on the day of intended release from School may result in your application being refused or delayed. We would ask that applications are submitted well in advance with any supporting documentation where possible. Bereavement leave is an example of where we appreciate no advance warning can be given.

## **[EXCEPTIONAL LEAVE FORM](#)**

### **End of Term Absence Requests:**

This instruction is to make it clear that the end of terms begin at 1330. This ensures that students can finish their morning activities (often involving a whole school event where individual absence impacts other students) have time to pack, change and get lunch after 1305. We are unable to 'do favours' or make exceptions because parents or guardians have read the calendar incorrectly, because of convenience or price; this sets a precedent for other families who may also request early leave.

If you are unable to collect a student at 1330hrs please note that you can collect from the School up until 2100 on that day, after this time we would suggest an overnight stay (free of charge).

For those of you booking flights: Please do not book flights before 1800 at the end of term because School does not finish until 1330. Some airlines need to be even later and there is a helpful guide below to provide you with examples. Booking flights too early does not leave enough time to navigate to the airport and clear security. The M20, M26 and M25 can be busy, so too, the airports themselves. A missed flight will create more expense and more anxiety on you and your child's part. We cannot allow students to leave school early. If in any doubt, contact the travel company (Taylor Travel) before booking flights to check necessary time allowances to reach an airport leaving no earlier than 1330.

Some parents have suggested that we end term at 0900 on a Friday to allow time to travel. This would result in lost teaching time; it would not cover the legal requirement of teaching days and we are certain that we would still receive requests for students to leave 30 minutes earlier and the evening before. However, we do offer overnight accommodation for a small cost for those leaving on Saturday where Friday flights are too early, or if travel arrangements such as bus, rail or car prove an issue on the Friday. The accommodation is also available should the named UK guardians be unable to assist with travel/accommodation on the Friday. In addition, some parents have complained that they have made errors because we have not sent out hard copies of the term dates. The link to our term dates on our website can be found here: [The Duke of York's Royal Military School - Calendar \(doyrms.com\)](http://The Duke of York's Royal Military School - Calendar (doyrms.com))

Any request to leave early, save exceptional circumstances will be turned down; so please factor this into your planning well in advance of the term ending. For the avoidance of doubt, a flight booked for 1715 at the end of term which requires an early departure from School is not considered exceptional circumstances if there is a later flight that evening or if there is a flight the next day, given free overnight accommodation is available in School for this very reason.

An example of an exceptional circumstance would be where there is no other available flight on the Friday or Saturday; this usually applies to long haul flights such as Brunei and would be approved for an early departure from School.

Furthermore, students must return between 1600 and 1800 on return Sundays as advertised in the calendar - it is not acceptable to return students over the course of the following days.

