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## **Embassy International School Study Leave Policy**

This policy concerns time that children may take off from school in the period surrounding the Polish state mandated end of primary school exam, GCSE, As and A level exams.

- For Polish end of primary school exam the children will be allowed two days study leave before each exam, subject to the general remarks below;
- For GCSE exams candidates will automatically have three days off school before each exam for study at home, subject to the general remarks below;
- For As and A level candidates this period is extended to four days before each exam, subject to the general remarks below.
- For mock/preliminary exams in January there are special provisions described below.

Teachers of these candidates will not have their normal lessons during this time. If a candidate wishes to be in school during these days they may be and study in a quiet place (library, meeting room if available, other rooms when available). If the child wishes to have a lesson or consultation with a subject specialist during this time they should arrange this via the office the day before at the latest.

If a pupil asks for a lesson on the same day during study leave we cannot guarantee the teacher will be available as they may be assigned to other tasks.

Teachers may also request a pupil attend a lesson or consultation in this study period.

### **Mock/Preliminary Exams in January**

These exams give qualification to the GCSE/As/A level exams in the summer session. The mock exam period starts with the first exam and ends with the last exam, regardless of the programme of study each child has.

During the mock exam period classes will be run in school according to the normal timetable and attendance is expected when a pupil is not actually sitting an exam. These classes will be specially planned as revision sessions and no new material of substance will be introduced by teachers during this period. Pupil absence in this time will be marked as absence.

School recognises that some pupils may find it easier to revise at home, or in a venue other than school. However, school also recognises that historically such time outside of school has not been well used.

If a parent wishes for their child to be released from school to study in their own venue during the mock exam period, then they must sign a 'Mock Exam Study Leave Request' form to this effect.

The purpose of this is to help parents and school have a common understanding and position regarding the way that pupils use the opportunities available.

Forms are available from the office.

Lindsay Davidson  
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