

Request for Absence during Term Time - Exceptional Circumstances



Any application for absence must be made 6 weeks in advance and **only by the parent with whom the child normally resides.**

Child's Full Name _____ Class _____

Period of Absence _____ to _____ (inclusive)

Reason (Please provide additional information outlining why the absence must be in term time)

Signed by parent/carer: _____ Date: _____

Parent/carer name: _____ Relationship to child: _____

This application will be considered carefully and St Christophers Academy will authorise in exceptional circumstances*

***Exceptional circumstances are defined as:**

'For service personnel and other employees prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education'; and when the family needs to spend more time together to support each other after a 'crisis.'

NB: The Education (Pupil Registration) (England) Regulations 2006 and Central Bedfordshire expect schools not to authorise absence because of:

- Availability of cheap holidays
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term
- During assessment time. **(Assessments now take place throughout the school year)**

We trust that Parents / Carers will work with the Academy to ensure that that Regulations are adhered to. Holidays booked in advance of SCA approval may not be authorised. Should your application not be authorised and the holiday is taken then a Penalty Notice may be issued by the local authority.

Once completed, this form must be returned to the academy office in paper format or by email.

Return slip (page 2) should be printed on the reverse.

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SECTIONS BELOW TO BE COMPLETED BY SCHOOL STAFF ONLY

SCHOOL ACTION

Current attendance _____% Previous year attendance _____%

Previous unauthorised absence checked Class teacher consulted

Supporting evidence required Principal to authorise

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To _____ (parent/carer)

Permission has been granted Permission has not been granted for _____

to be absent for _____ days from _____ to _____ (inclusive)

Comments:

Signed: _____ (Executive Principal/Head of School) Date: _____