

# Request for Absence during Term Time - Exceptional Circumstance



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 ..... Parent / Carer                      Date .....

Name ..... Relationship to child .....

Please indicate if your child has siblings at any of our cluster or trust schools

Etonbury Academy		Fairfield Park Lower School		Gravenhurst Academy	
Langford Village Academy		St Mary's Academy		Robert Bloomfield Academy	
Roecroft Lower School		Samuel Whitbread			

Other .....

This application will be considered carefully and Gothic Mede 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 GMA approval may not be authorised. Should your application not be authorised and the holiday is taken then a Fixed Penalty Notice may be issued.

**Once completed this form must be returned in hard copy to the academy office.**

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

# Request for Absence during Term Time - Exceptional Circumstance



SECTIONS BELOW TO BE COMPLETED BY SCHOOL STAFF ONLY

## SCHOOL ACTION

Current attendance	.....%	Previous holidays checked	<input type="checkbox"/>
Class teacher consulted	<input type="checkbox"/>	Supporting evidence required	<input type="checkbox"/>
Principal to authorise	<input type="checkbox"/>		

## Request for Absence during Term Time - Exceptional Circumstance

To ..... (parent/carer)

Permission has been granted     Permission has not been granted for .....

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

Reasons given (if appropriate) .....

.....

Signed ..... (Principal)                      Date .....