

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)

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Signed by parent/carer Date

Parent/carer name Relationship to child

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

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

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.

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SECTIONS BELOW TO BE COMPLETED BY SCHOOL STAFF ONLY

SCHOOL ACTION

Current attendance%

Previous year attendance %

Previous holidays 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)

Reasons given (if appropriate)

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Signed (Principal)

Date