**Request for Exceptional Term Time Leave**

|  |
| --- |
| **Child’s Name: Class:**  |
| **Home Address:** |
| **Guidance:**Taking your child out of school during term time could be detrimental to your child’s educational progress. **There is no entitlement** to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are **exceptional circumstances.*** A one-off special occasion or event like a wedding, funeral, first holy communion
* The death or **serious and sudden illness** of a relative – the onus being on the word sudden e.g. heart attack, stroke, paralysis, cancer diagnosis, serious accident resulting in loss of limb or being incapacitated and/or a stay in hospital, resulting in you having to leave immediately.
* Religious reasons e.g. Eid, First Holy communion, the Feast of the Tabernacles, Orthodox Christmas, Easter etc.
* A one-off opportunity afforded by a national or regional organisation for the child, which would enhance their educational experience, e.g. dance or music examinations, sporting event, filming for a TV commercial or feature film.
 |
| **I request authorisation for my child/children to be absent from school due to:**☐ Immediate family member’s bereavement, crisis, serious illness or funeral☐ Wedding of immediate family member ***(please provide evidence)***☐ Religious observance ***(please specify)***☐ To participate as a competitor at a sporting event / competition ***(please provide evidence)*** ☐ Music/dance or school entrance examinations or interviews ***(please provide evidence from organising body)***☐ Secondary school induction visit ***(please provide evidence from organising body)***☐ Medical appointments for half a day or longer☐ Other ***(please specify)*** |
| **Is this the first request for absence this academic year?** **YES** ☐ **NO**  ☐ |
| **I wish to make an application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed, then any absences will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance** |
| **Dates of absence requested:** **The 1st day of absence from school is** **I will return to school on at 8:45am** | **No. of school days requested:**  |
| **Contact details whilst abroad/absent from school**If your child is being taken out of school during term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide the required information, then the school may make a referral to the police or the Local Authority.  |
| **Address whilst absent:** (if different to home address) |  |
| **Telephone number whilst absent:**(if different to contact details we hold) |  |
| **Email address whilst away:**(if different to contact details we hold) |  |
| **I have read and understood the guidance above.** **Parent/carer: Title: \_\_\_\_\_\_\_** **Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_** |
| **THANK YOU** |
| **School to complete** |
| * Child’s current attendance: \_\_\_\_\_\_%
* How many days’ holiday already taken this academic year? \_\_\_\_\_\_
* Is Children’s Services supporting the family? Yes/No
* Has the school received proof of where the child is stay during absence? Yes/No
* Does the request fit the exceptional criteria? Yes/No
* Has a written response been sent to all parents/carers? Yes/No
* Penalty notice to be issued? Yes/No
 |
| **This request for term time leave is:**  | Authorised / Unauthorised. |
| **Reason for decision:** |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |