



St Cuthbert's Catholic Primary School

Exceptional Circumstances Request Form

Attendance in current academic year

Days absent: _____

Days late: _____

% Attendance: _____

This is a request for a leave of absence to be granted by the Head Teacher for my child/children due to exceptional circumstances.

Dates required: From until Destination

Destination Address:

Email address

Number of school days which will be missed (do not include weekends or school holidays)

Reason for wanting time off during term time

Please attach proof of reason for exceptional circumstances, if you are travelling abroad you must provide copies of your flight documents.

Have you taken any other time off in term time during this school year? YES/NO If YES, how many school days were missed?

Parent's address Telephone Number

Name(s) of parent or guardian..... Signed Date

← To be completed by parent →			← To be completed by school →		
Please list the names and schools of all children who require permission for this absence			Permission Granted	Authorised by:	
Name of child (please print)	School	Class or Year Group	Yes/No	Name (please print)	Sign and date

Parents - Please note that absences taken in term time without prior permission from school may result in legal sanctions for irregular attendance being taken against you. You could be issued with a penalty notice (fixed penalty fine) for each child or prosecuted. If your child does not return to school by the date you have stated on the form they may be at risk of being deleted from the admission register.

This form may be photocopied - permission must be obtained individually for each child from his/her school. Please ensure that each school receives the form in advance of the holiday dates. Completed form to be returned to parent; copy to be retained by school.



St Cuthbert's Catholic Primary School

APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

This form should be completed by the parent/carer and returned to school as far in advance as possible before the first date of the period of leave being requested.

Parents/carers must obtain permission from school before making any arrangements for leave in exceptional circumstances; otherwise the absence will be recorded as unauthorised

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt education progress. Before completing this application form parents/carers are asked to consider the effect on their child's continuity of education.

Please note that a Penalty Notice may be issued from the Local Authority to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days, which increases to £120 if paid between 22 and 28 days. Thereafter, if the Penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

100% Attendance	0 weeks of missed learning	Best chance of success. Fantastic!
95% Attendance	1 week, 4 days of missed learning	Chance of success. Well Done!
90% Attendance	3 weeks, 4 days of missed learning	Persistent Absentee. Worrying- At risk of legal action from the Local Authority.
85% Attendance	5 weeks, 3 days of missed learning	Poor Attendance. Very worrying.
80% Attendance	7 weeks, 3 days of missed learning	Very Poor Attendance Very concerning.

We thank you for your ongoing support in striving to make your child's education as successful as possible.

Mrs C Barrett
Head Teacher

Checklist for school staff:

- Form returned to school on
- Meeting with Head Teacher/Deputy or Assistant Head Teacher organised for
- Meeting with Head Teacher/Deputy or Assistant Head teacher attended
- Formal letter given to parents indicating whether holiday is authorised / unauthorised.

For School Use:

- Authorised Your request has been authorised for the following dates to
- Unauthorised

Notes of Meeting

Signed Date