



Request for Absence During Term Time - Exceptional Circumstance

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

Student Name Tutor Group

Period of Absence to (inclusive)

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

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.....

Signed Parent / Carer Date.....

Print Name

Please indicate if your child has siblings at any other school

All Saints Academy		Langford Village Academy		St Mary's Academy	
Campton Lower School		Meppershall Academy		Stondon Lower School	
Derwent Lower School		Shefford Lower School		Etonbury Academy	
Gothic Mede Academy		Shillington Lower School		Henlow Academy	
Gravenhurst Academy		Southill Lower School		Samuel Whitbread	

Other

In accordance with DfE guidelines and our school's attendance policy, we may only grant a leave of absence during term time if the circumstances are deemed exceptional. To maintain fairness and ensure that every student receives a consistent education, we define exceptional circumstances as events that are unique and significant, unavoidable so outside of the family's control or time sensitive and simply cannot take place during the 175 days of the year when school is not open.

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

- Availability of cheaper travel or accommodation including holidays booked as a surprise.
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term
- Spectating sporting events or festivals
- During assessment time. **(Exams 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.

Should your application not be authorised and the holiday is taken then a Fixed Penalty Notice may be issued.



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