



# English Martyrs Catholic Primary School



## Exceptional Circumstances Form

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take any leave in term time. Parents do not have an automatic right to take their child out of school for leave during term time and may be issued with a Penalty notice (£60 per parent per child) if they do so without prior agreement with the Headteacher. The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.

To apply for a child to be granted leave from school parents should complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense. Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of Government regulations and LA guidance.

Where the school has concerns about the leave request, the Headteacher or their representative may arrange to meet with you to discuss your application. Please see overleaf for factors that may be taken into account by school when considering a request for leave.

**PARENTS' SECTION (NB application must come from the parent with whom the child normally resides)**

<b>Surname of Child:</b>		<b>Forename of Child:</b>	
<b>Date of Birth:</b>		<b>Year Group:</b>	
<b>Surname of Parent/Carer:</b>		<b>Forename of Parent/Carer:</b>	
<b>Relationship to Child:</b>		<b>Names of siblings applying for leave also:</b>	
<b>Home Address:</b>			
<b>Postcode:</b>		<b>Telephone number:</b>	
<b>Please provide information regarding the exceptional circumstances supporting this application for leave:</b>			
<b>First day of absence:</b>		<b>Date due back in school:</b>	
<b>Name of Employer: (if you are stating work commitments as an exceptional reason for requesting leave evidence from employer will be required)</b>		<b>Telephone number:</b>	
<b>Parent/Carer signature:</b>		<b>Date:</b>	

### ADDITIONAL FACTORS FOR CONSIDERATION:

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's education progress. The Headteacher will assess each application on an individual basis and the following factors may be taken into account when considering an application for leave (this list is not exhaustive).

- Will leave at this point in time be detrimental to the pupil's education?
- Will the pupil miss any national tests or examinations?
- Is his/her attendance a cause for concern (this year or in previous years)?
- Is the proposed absence during a transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year?
- Does he/she have any unauthorised absences logged this year?

### SCHOOL SECTION:

Date Application Received:		Pupils % Attendance:	
Headteachers Decision:	Authorised Authorised as under 5yrs Unauthorised - no action Unauthorised - Penalty Charge	Number of days leave requested:	
Both parents informed of decision:		Date parents informed of decision:	
Reason for decision:			

Headteacher's Signature:		Date:	
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Completed forms should be returned to the school office or the following email:

[attendance@englishmartyrs.co.uk](mailto:attendance@englishmartyrs.co.uk)