



## EXCEPTIONAL CIRCUMSTANCES APPLICATION FORM

Our vision is to be a positive, loving school where children are equipped to live well with Jesus Christ and with others.

### **Mission Statement:**

*We believe each child is special, unique and loved by God. We provide a broad, balanced and creative education within a stimulating, inclusive and safe environment, inspired by Christian faith and practice.*

*'Let your light shine before others...'*

*Matthew 5:16*

### **Leave of Absence Information**

There is no entitlement in law for any leave of absence from school in term time. Any applications for leave of absence must be made in advance using the 'Leave Request' form and any request can only be authorised where the school accepts there are 'exceptional circumstances'. Where parents/carers take children out of school without authorisation penalty notices could be issued where the trigger of 5 days is met.

#### **Leave of absence in term-time will never be authorised:**

- For Y6 pupils in the Spring & Summer term until Key Stage 2 SATS are completed.

#### **Leave of absence is very unlikely to be authorised:**

- When a pupil's attendance record already includes **any** level of unauthorised absence or an overall percentage of below 96%.

### **Exceptional Circumstances**

If a 'Leave Request' form is submitted to the school office, the decision to authorise absence is at the Head of School's discretion based on their assessment of the situation.

- Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. Heads will rightly prioritise attendance. Absences will not be granted during term time and will only be authorised in exceptional circumstances.
- If an event can reasonably be scheduled outside of term time then it would not be normal to authorise absence.

### **Holidays in Term Time**

- Absence during term time for holidays/vacations is not considered an exceptional circumstance and must be coded appropriately by the Head of School.

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Name of child: ..... Year .....

- 1) Proposed first day of absence from school: .....
- 2) Proposed last day of absence from school: .....
- 3) Total number of days your child will be absent from school: .....
- 4) Rationale for 'Exceptional Circumstances' request:

### FOR SCHOOL USE ONLY

Current TYD Attendance: ..... %

Head of School signature: ..... Date: .....

Exceptional Circumstances: **Approved / Not Approved**

Action Taken:    None Taken                  Attendance Monitored Internally                  Risk of Further Action

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