



## ST UNY C of E ACADEMY

### EXCEPTIONAL CIRCUMSTANCES APPLICATION FORM

*The DfE actively discourage holidays in term time. Please only complete this form if you are unable to take holiday in term time due to seasonal work or working away from home and you are able to provide your employer's details and signature to approve your application*

Name: ..... Year group .....

1) Proposed first day of absence from school: .....

2) Proposed last day of absence from school: .....

3) Is this for a family holiday this year (during term time): Yes/No

4) If so, why are you planning your holiday during term time? Please include any information you would like us to consider.

5) Name of Parent/ Carer whose employment affects when you are able to take holiday:

6) Name and address of employer:

7) Job title: .....

8) Employer's confirmation – I declare the information given on this form is correct:

Signature of employer ..... Date .....

Signature of Parent/Carer ..... Date .....

**Please note - any holiday authorized as ‘exceptional circumstances’ is with the condition that an education pack is taken and returned to school and that your child’s attendance is above 96%.**

**FOR SCHOOL USE ONLY**

**Current Attendance:** ..... %

**Exceptional circumstances approved / not approved**

**Head of School Signature** ..... **Date:** .....

**Reason(s):**

**Education pack issued: YES/NO**