

Exceptional Circumstances Holiday Request Form

Please be aware that John Cabot Academy **does not** authorise term time holidays except under **exceptional circumstances**. This is in line with government guidance. Parent/carers who take students on unauthorised holidays may be at risk of a Penalty Notice Fine. In all circumstances, parent/carers should anticipate that holidays will not be authorised until receiving a response for the Principal. Therefore, we would recommend that you provide the Academy with plenty of notice and do not book anything before hearing back.

Date form submitted:	
Student Name and Year:	
Date of Birth:	
Departure date:	
Return date:	
Flying to [which country / airport]:	
Airport you are departing from:	
Flight details [flight number and airline if applicable]:	
Reason for the holiday/ extended period of absence: (Please do not be offended if JCA refer to this absence as a 'holiday', this is the standardised term for term time absence)	
Travelling with whom: (include all children, even if from another school)	
Parent/guardian signature:	

If you wish, you may attach a letter to provide more information about the holiday.

Once completed, please give this form to the student's Head of Community.

Internal use only

Any additional information from HoC - attendance, etc.	
DSL notified (please sign & date):	