



Exceptional Circumstances Holiday Request Form

Please be aware that John Cabot Academy **does not** authorize term time holidays except under exceptional circumstances. This is in line with government guidance. Parent/carers who take students on unauthorized holidays may be at risk of a Penalty Notice Fine. In all circumstances, parent/carers should anticipate that holidays will not be authorized until receiving a response from 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 group:	
Date of birth:	
Departure Date:	
Return date to school:	
Flying to (which country):	
Airport you are departing from:	
Flight details to include Airline, flight number:	
Reason for the holiday/extended period of absence:	
Travelling with whom: (include all children, even if at another school)	

If you wish you may attach a letter to provide more information about the holiday. Once completed please give this form to the Student Support Leader in the Zone offices.

Additional information from Zone Team, attendance levels etc	
Designated Safeguarding Lead notified (please sign and date)	



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Principal: Kate Willis