

Holiday Request - Exceptional Circumstances

The following are acceptable reasons for an authorised holiday

- When a family needs to spend time together because of an immediate family member's bereavement, crisis or serious illness
- Funeral of **immediate** family member
- Religious observance
- When transport was not provided by the LA when it should have been
- Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer)
- **One day** of absence could be authorised **for a wedding of an immediate** family member and the invitation has been provided as evidence
- One off sporting events/performing arts competitions, if the child is participating and is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence
- One day of absence could be authorised for an **immediate** family member's graduation ceremony/passing out parade
- Medical appointments (parents/carers should be encouraged to arrange non-urgent medical appointments outside of school hours when possible. If the medical appointment is during the school day, evidence must be provided. Schools should not authorise a whole days absence for a medical appointment that occurs in the morning – the child would be expected to return to school in the afternoon, and vice versa.

The following are NOT acceptable reasons for an authorised holiday

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| • To care for other family members | • Family holiday |
| • Birthdays | • Weddings abroad – regardless of whether it is for immediate family members |
| • To interpret for other family members | • Family Anniversaries |
| • No school uniform/shoes | • Death of a pet |
| • Bullying | • Travel problems |
| • Friendship problems | • School refusal |
| • Head lice | |
| • Learning difficulties | |

This list provides examples and is not exhaustive.

(The **immediate family** is a defined group of relations, used in rules or laws to determine which members of a person's family are affected by those rules. It normally includes a person's parents, spouses, siblings and children. It can contain others connected by birth, adoption, marriage, civil partnership, or cohabitation, such as grandparents, grandchildren, siblings-in-law, half-siblings, adopted children and step-parents/step-children, and cohabiting partners)