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| **St Francis Church of England Primary School****Application for Discretionary Leave of Absence** |
| **Parent/Carer Name:** |  |
| **Child’s Name:** |  |
| **Date of Discretionary Leave:** |  |
| It is very rare to grant and authorise discretionary leave during term-time. To enable the school to consider your application, you must demonstrate how you meet the exceptional circumstances listed below which are taken from our policy. You are also required to provide supporting evidence. |
| Exceptional Circumstances:1. Members of the armed forces who are returning home from active duties
2. Emergency services personnel (Police, Ambulance, Fire and Rescue) who are unable to take leave at certain times of the year
3. Other employees who are prevented from taking family holidays outside term time, e.g. a parent working abroad on a fixed time-period contract
4. The death of an immediate family member, e.g. parent, sibling or grandparent
5. An extended family that wishes to spend time together for support during a time of acute crisis
6. A child or parent/carer receiving medical treatment abroad
7. Families who can evidence that they have experienced genuine disruption to their originally agreed return travel plans, e.g. severe weather conditions, cancelled flight or civil unrest
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| **Please state below which criteria above you are applying for leave under and how you believe you meet this:**  |
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| **Please list below the supporting evidence you are providing alongside this application:** |
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| **Please ensure that this application form is handed in at least two weeks prior to the requested leave and you have also completed the Blackburn with Darwen ‘Application for Discretionary Leave of Absence’ form which is available on our school’s website. Please do not make any arrangements until a decision has been made to grant or deny the requested leave. Please note if your leave is denied and you take your child out of school it will be marked as unauthorised and could result in a Fixed Penalty Notice.** |