

Request for a Regular Exception to Centralised Reflections (Annual Application)

Please read first

Wyvern aims to give at least 24 hours' notice for centralised reflections to help families plan. When a regular exception is approved, it naturally reduces the number of after-school slots your child can attend. As a result, there is a higher likelihood of reaching five outstanding reflections, which would lead to an Internal Exclusion Room (IER) wrap-up day with a 75-minute reflection at the end of the day. Regular exceptions need to be renewed each academic year, and please let us know if circumstances change mid-year. Evidence is required for every application.

Please complete Sections A–F and email the form, along with your evidence, to the Reflections Team at reflections@wyvern.hants.sch.uk, copying in the Pastoral Team for review.

Section A – Student details

- Student name: _____
- Tutor group / Year: _____ Date of birth: _____
- Usual journey home: ☐ Walk ☐ Public bus ☐ College bus ☐ Taxi ☐ Car ☐ Bike

Section B – Parent/carer details

- Name(s): _____
- Relationship to student: _____
- Phone: _____ Email: _____
- Second contact (optional): _____

Section C – Regular exception requested (tick one or more that apply)

Only the reasons below qualify for **regular** exceptions. If your situation is different, use "Other (request beyond scope)" and explain in Section D. Evidence requirements are listed in Section E.

- ☐ Long-term medical treatment on a fixed weekday/time (e.g., weekly physio, CAMHS)
 - ☐ EHCP-named off-site provision
 - ☐ Court-ordered contact / legal appointment
 - ☐ Weekly caring duties for a disabled parent (young carer)
 - ☐ Regular sibling collection from junior school at 3.30 pm
 - ☐ Regular booked taxi transport home (confirmed by Learning Support or Pastoral Office)
 - ☐ Religious instruction or fixed worship (one set day per week)
 - ☐ Elite/professional sports academy training (National Governing Body pathway, professional club, county cricket)
 - ☐ Other (request beyond scope – will be considered at Pastoral discretion; explain fully in Section D)
 - Days/times the exception is required (e.g., "Mon & Wed, 15:30–16:15"):
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- Duration: ☐ Whole academic year ☐ From _____ to _____ (inclusive)
- Effective from (date you want this to start): _____

Important scheduling note

Where a sibling-collection exception is approved, the Reflections Team will timetable reflections on days without a clash. Ad-hoc, same-day sibling requests are not accepted.

Section D – Explanation of circumstances

Please explain why you are requesting a regular exception, including any fixed days/times, locations, and who is involved.

Section E – Evidence you are submitting (tick and attach)

Clear proof is required: a screenshot or letter showing the **student's name, date and time**, or official confirmation from the relevant body. Vague claims without proof cannot be accepted.

- ☐ Hospital/clinic letter (named pupil; fixed weekday/time)
 - ☐ EHCP extract / Local Authority or Learning Support confirmation
 - ☐ Court order / solicitor letter or email
 - ☐ Social care or GP letter confirming young-carer duties
 - ☐ Faith-leader letter/email confirming the set day/time
 - ☐ Academy / National Governing Body letter (named pupil; schedule)
 - ☐ School confirmation of regular sibling collection (3.30 pm)
 - ☐ Learning Support / Pastoral Office confirmation of regular taxi booking
 - ☐ Other (specify): _____
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Section F – Parent/carers declarations (please read carefully)

By signing, I/we understand and agree that:

1. **Annual renewal and updates** – Regular exceptions lapse on **31 August** each year and must be re-applied for. I/we will tell the school promptly if the arrangement ends or changes.
2. **Reduced availability and escalation** – A regular exception means fewer after-school slots; my/our child is therefore **more likely** to reach **five outstanding reflections**, which will trigger an **IER wrap-up (including 75-min after school reflection)** within two to three school days.
3. **Evidence and honesty** – All information and evidence supplied are accurate and complete. The school may decline or withdraw an exception if evidence is inadequate or misused.
4. **No ad-hoc sibling claims** – Same-day or occasional sibling-collection requests are not accepted; sibling exceptions must be pre-agreed annually.
5. **One-off postponements** – As a guide, the school considers up to **two** one-off postponements per year appropriate; further requests may be declined if excessive or if integrity is in doubt. This form is **only** for regular exceptions.
6. **Scope and notice** – These arrangements apply to **centralised** Wyvern reflections. Maths homework clinics are managed separately. Wyvern gives **24 hours' notice** for centralised reflections to support family planning.
7. **Data handling** – Evidence will be held on the student file in line with school policy.

Parent/carer 1 name: _____ Signature: _____ Date: _____

Parent/carer 2 name (optional): _____ Signature: _____ Date: _____

Student acknowledgement (recommended): I understand what this exception means for my reflections.

Student signature: _____ Date: _____

Section G – For office use (Reflections Team / Pastoral)

- Date received: _____ Received by: _____
- Evidence satisfactory: ☐ Yes ☐ No (request further info)
- Decision: ☐ Approved as requested ☐ Approved with changes ☐ Not approved
- Approved days/times (detail): _____
- Start date: _____ Review/End date: _____ (all exceptions lapse 31 Aug)
- Notes / conditions: _____
- Pastoral Team review needed (category 18 or borderline): ☐ Yes ☐ No
- Decision by: ☐ Reflections Team ☐ Pastoral Team Name: _____ Date: _____

Reference table (for parents) – what is and is not accepted

This table summarises which reasons qualify in principle. Only the **regular-exception** items are offered as tick-boxes above. Evidence must always accompany a request.

#	Reason / category	Regular exception?	One-off?	Evidence required
1	Long-term medical treatment (fixed weekday/time)	Yes	Yes	Hospital/clinic letter (named pupil; fixed time)
2	EHCP-named off-site provision	Yes	Yes	EHCP extract or LA/Learning Support confirmation
3	Court-ordered contact / legal appointment	Yes	Yes	Court order / solicitor letter
4	Weekly caring duties (young carer for disabled parent)	Yes	Yes	Social care/GP letter (annual review)
5	Regular sibling collection, 3.30 pm	Yes	No	Annual application; school confirmation
6	Regular booked taxi transport home	Yes	No	Learning Support or Pastoral confirmation
7	Religious instruction / fixed worship (one set day)	Yes	Yes	Faith-leader letter/email (day/time)
8	Elite/professional sports academy training (NGB/pro club/county)	Yes (max one evening)	Yes	Academy/NGB letter (named pupil; schedule)

9	Urgent hospital outpatient / emergency dentist / orthodontic repair	No	Yes	Appointment screenshot/letter (name/date/time)
10	Emergency GP appointment	No	Yes	Appointment screenshot (name/date/time)
11	Funeral of immediate family (parent, grandparent, sibling, legal guardian)	No	Yes	Parent email/letter
12	One family milestone per year (wedding of close relative; bar/bat mitzvah; baptism/confirmation; first holy communion)- Not birthday or anniversary meals	No	Yes	Invitation screenshot/scan (≥5 school days' notice)
13	After-school revision/intervention	No	No	—
14	School-run extracurricular (teams, rehearsals, Duke of Edinburgh)	No	No	—
15	External clubs/hobbies (dance, scouts, local football)	No	No	—
16	Forgot/did not see message	No	No	—
17	Parent disputes sanction	No	No (unless school puts on hold)	—
18	Exceptional circumstances (e.g., house fire, police involvement)	Pastoral discretion	Pastoral discretion	Explanation + any evidence