

Name of School: Prince Henry's Grammar School, Otley				DfE Number: 383 4501			
Parents, you do not have the right to take your child out of school during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission, you risk receiving a £120 penalty notice. All schools in the north-west area of Leeds have agreed to follow a common policy on absence during term time. Good attendance leads to improved outcomes for your child.							
If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation at least 10 school days in advance of the proposed leave.							
PARENTS SECTION (to be completed first)							
Surname of child				First name			
Date of birth				Year Group			
Surname of parent/carer				First name			
Address of child							
Postcode				Telephone number			
Information about the request for your child's leave of absence		Reason for the absence in term time					
		Would (s)he miss any national tests or examinations?				Yes	No
		Is her/his attendance already below 90% or a previously agreed individual target?				Yes	No
		Is the requested absence during the month of September?				Yes	No
		Would (s)he be absent for more than ten school days?				Yes	No
		Has (s)he already had leave during term time this year?				Yes	No
		If your child has had absence during term time approved during this school year please state the number of days previously agreed.				Days	
		Does your child have any siblings for which you are requesting absence in term time in other schools?				Yes	No
		If you have answered yes to the previous question please state which schools your other child(ren) attend.					
Length of absence (school days)		From (date)		To (date)			
Emergency telephone contact in the Leeds district							
Parent/Carer signature							
For school use only – The cost, convenience or availability of a holiday must not be taken into consideration							
Does the absence requested occur in September?				Yes	No		
Does the absence occur during a period of national tests or exams?				Yes	No		
Is the child's attendance below 90% or an individually agreed target?				Yes	No		
If this request is approved will the child's absence exceed 10 days in this school year?				Yes	No		
Has the child had 2 days absence this year for religious observance?				Yes	No		
Has the child got siblings in another school for which an absence has been requested?		Yes	No	Other school contacted?			
Signed:				ABSENCE APPROVED			
				No	Yes		

Schools in North West Leeds have agreed a policy about giving permission for family requested absence from school

- Children must attend school regularly to achieve their potential.
- Children who miss out on school can feel vulnerable and left behind.
- Family requested absence in term-time is very disruptive and can seriously affect your child's education.
- On average, children who miss 17 or more days in a school year lose one full grade in their GCSEs.
- Unauthorised absence can lead to prosecution.

The Law

By law, you must ask permission for your child to miss school. If you don't, you risk a £120 penalty notice. When a school doesn't give permission, absence is unauthorised and counted as truancy.

Our policy

Parents **do not** have the right to remove their children from school in term-time. The Headteacher will decide whether or not an absence should be authorised. Headteachers will only authorise absence in term time when there are exceptional reasons for a child to miss school.

Absence in term-time will not be authorised under the following circumstances:

- during national or school tests or examinations;
- when a child's attendance is below 90%, or lower than their previously agreed individual target;
- during the month of September; and
- for more than 10 days during term-time in any school year.

Absence in term-time will only be authorised if parents or carers make a request to the school in advance on the appropriate form and can show that there are special reasons why the holiday has to be in term-time. **The cost, convenience or availability of a particular holiday will not be taken into consideration.**

If an absence has not been authorised by the Headteacher and parents or carers remove their child from school, their child's absence will be recorded as unauthorised in the class register.

Absence for religious observance may be agreed by the Headteacher but will not exceed 2 days in any school year.

Parents or carers who repeatedly take their children out of school without permission may be issued with a fixed penalty of up to £120 and face possible prosecution in court.