

Name of School:	DFE Number:
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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 £60 penalty fine. All schools in the North East- area of Durham 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 5 school** days in advance of the proposed leave.

PARENTS SECTION (to be completed first)

Surname of child	First name(s)	D.O.B.
Address of child	Year Group	

Parents/Carers Names who will be accompanying the child	
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Postcode	Telephone number(s)
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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 exams?	Yes	No
	Is her/his attendance already below 95% or a previously agreed 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

Length of absence (school days)	From (date)	To (date)
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Emergency Telephone Contact	
Parents / Carers signature(s)	

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 95% 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 got siblings in another school for which an absence has been requested?	Yes	No	Other school contacted?	Yes	No

Signed:	ABSENCE APPROVED	No	Yes
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Schools in the North East area of Durham 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 GCSE's

The Law

By law you must ask permission for your child to miss school. If you don't you risk a £60 penalty fine per child per parent/carer. When a school doesn't give permission, absence is unauthorised and counted as truancy. (example: 2 children and 2 parents = each parent would be fined £120, totalling £240.)

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. Headteacher's 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 95%, or lower than their previously agreed individual target.
- During the month of September
- For more than ten days during term time in any school year

Absence in term time will only be authorised if parents or carers can make a request to the school in advance on the appropriate form and show that there are exceptional reasons why the absence 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 a Headteacher and parents or carers remove their child from school, their child's absence will be recorded as unauthorised on the school register.

Parents and carers who repeatedly take their children out of school without permission may be issued with a fixed penalty fine of £60 per child/ per carer and face possible prosecution in court.