



**NORTH WEST LEEDS
SCHOOLS**
APPLICATION FOR EXCEPTIONAL LEAVE
OF ABSENCE DURING TERM TIME

Name of School: Otley All Saints CE Primary School	DfE Number: 383/2513
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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 fixed penalty fine. **If your request for leave is unauthorised and you still choose to take your child out of school for a holiday or another reason, you may be fined £60 per child per parent, rising to £120 per child per parent if not paid within 21 days.** If the fine is unpaid after 28 days, court proceedings can be initiated. All schools in the North-west area of Leeds have agreed to follow a common policy on absence during term time. It is important to understand that good attendance leads to improved outcomes for your child.

If you feel that your only option is 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	

Parents must seek approval to withdraw their child from school in term-time. Please state the **exceptional circumstances** that require you to apply to take your child out of school during term time instead of making arrangements for the proposed activity to take place during the school holidays. **The cost, convenience or availability of a particular holiday will not be taken into consideration.**

Would your child miss any national tests or examinations?	Yes	No
Is her/his attendance already below 92% or a previously agreed individual target?	Yes	No
Is the requested absence during the month of September?	Yes	No
Would your child be absent for more than ten school days?	Yes	No
Has your child 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)	Days	From (date) To (date)
Emergency telephone contact in the Leeds district		
Parent/Carer signature		
Headteacher's comment		

SECTION BELOW TO BE RETAINED BY THE SCHOOL

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 92% 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?	Yes	No
Signed:	Name (Print)	Designation
		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 your request for leave is unauthorised and you still choose to take your child out of school for a holiday or another reason, you may be fined £60 per child per parent, rising to £120 per child per parent if not paid within 21 days. 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 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 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 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 fine. The penalty is £60 per child per parent, rising to £120 per child per parent if not paid within 21 days.