



The Governors at Park Spring Primary School have agreed a policy about authorisation of holidays in term time, in consultation with the Local Authority.

- Children must attend school regularly to achieve their potential.
- Children who miss school can feel vulnerable and left behind.
- Holidays in term-time are very disruptive and can seriously affect your child's education impacting on their attainment and achievement.

## The Law

By law, you must request permission for a child to be absent from school to go on holiday. If you don't you risk being issued with a Penalty Notice of £60 (increasing to £120 if not paid within 28 days). **If not paid legal action will be taken.** When a school does not give permission for a holiday, your child's absence is deemed as an unauthorised absence.

## Our Policy

Parents/carers **do not** have the right to remove their children from school in term-time. Mrs Horan will decide whether or not an absence should be authorised.

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

- When a child's attendance is below 93%.
- During the month of September.
- For more than **5** days during any school year.
- During national or school tests for year 2 and year 6.

Absence in term-time will only be considered if parents/carers make a request to Mrs Horan in advance on the appropriate form (see reverse) and the reasons given comply with the Government guidance given to the school.

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



You **do not** have the right to take your child out of school during term time.

By law you must ask permission.

If you don't you may be issued with a Penalty Notice of £60 which will increase to £120 if not paid within 28 days.

Parent/Carers section (to be completed first)

Name of child			
Date of birth		Year group	
Parent/carer full name			
Address			
Telephone number			
Reason for absence			
Would your child miss any national/school tests?			Yes No
Is their attendance below 93%?			Yes No
Is the leave during the month of September?			Yes No
Would they be absent more than 5 days?			Yes No
Have they already had leave during term-time?			Yes No
If your child has already had leave during term-time approved, please state number of days previously agreed.			Days
Length of absence (school days)		From (date)	To (date)
Emergency telephone contact name and number			
Parent/carer signature			
DATE			
APPROVED	YES	NO	
DATE			
If not approved, reason why			