

Azhar Academy school takes attendance very seriously and is committed in ensuring high attendance standards. Regular attendance is a key factor in academic success. Evidence shows that pupils with good attendance enjoy better wellbeing and school performance compared to those who miss school regularly. It is also important to note that a child's absence does not only impact their own learning but also affects the overall school attendance percentage.

It is essential for children to attend school regularly to achieve their full potential. Missing school can leave children feeling vulnerable and left behind. Family-requested absences during term time are particularly disruptive and can seriously affect a child's education. On average, pupils who have 90% attendance in a school year lose one full grade in their GCSEs and as it goes lower, the negative impact will increase. Pupils with 90% attendance miss the equivalent of 200 lessons per year.

Term-Time Absences & School Policy

Parents **do not have the right** to remove their children from school during term time. By law, an application must be made to the school before taking children out of school. The decision to approve or deny this request lies solely with the Executive Headteacher, who will only authorise absence for genuinely exceptional reasons.

Absences during term time will **not generally** be authorised in the following circumstances:

- During national or school tests, examinations, and work experience
- When a child's attendance is below 95%, and their punctuality is below 95%
- If the child has been suspended or is on probation due to behaviour-related issues
- During the month of September and days which coincide around school holidays

Absences may only be authorised if parents or guardians submit a request well in advance using the appropriate form, and can clearly demonstrate extenuating reasons for the absence.

Parents are advised against making any travel arrangements or plans prior to obtaining authorisation, in writing, from the Headteacher. Any extenuating circumstances such as medical issues must be supported by evidence from a professional.

If an absence has not been authorised and a child is taken out of school, the absence will be recorded as **unauthorised**. A fixed penalty of **£50 per day will be issued for each unauthorised absence**. In cases of prolonged unauthorised absence (over five days), the child will be removed from the school's register and the case will be referred to the relevant authorities.

If a child takes term-time leave without authorisation, parents will be required to meet with the Headteacher. Upon their return, parents must present their flight tickets and the original passport of the student. The child will **not** be allowed to return to school until this meeting has taken place and any applicable penalty has been paid.

Please note: The cost, convenience, or availability of a particular holiday will not be taken into consideration.

Absences for Umrah & Hajj

Absences for performing **Ramadhan Umrah or Hajj may be** agreed upon by the Headteacher, dependent on the number of absences your child already has. This will only be

applicable if the child herself is going for Ramadhan Umrah or Hajj, proof of which will have to be provided to the school.

Exams & Attendance

Students are **not permitted** to take time off for revision if they have upcoming exams. If a student is absent during an exam period due to illness, **medical evidence must be provided** to ensure the absence is authorised.

Parents are strongly advised to consult the school calendar, which is shared well in advance, and plan holidays outside of term time to ensure valuable learning time is not lost.

Taking your child out of school during term time may jeopardise your child's space at the school.

Reviewed: February 2025

(This policy is to be read in conjunction with the Attendance & Punctuality Policy)

TERM TIME LEAVE REQUEST FORM

1. Pupil's Details:

Pupil's name:			
DoB:		Form group:	
Parent/Guardian name:			
Home address:			
Postcode:		Tel. no:	

2. Information about the request for leave of absence

Reason for absence in term time:			
Would your child miss any national tests/examinations/important activities?	Yes	No	
Would your child miss any internal assessments/tests/work experience?	Yes	No	
Is your child's attendance below 95% or punctuality below 95%?	Yes	No	
Would your child be absent for more than 5 school days?	Yes	No	
Is the leave for other than Ramadhan Umrah or Hajj?	Yes	No	
Is the requested leave during the month of September?	Yes	No	
Does the requested leave coincide with days around half-term or end of term breaks?	Yes	No	
Has your child already had leave during term time this year?	Yes	No	
If she has had absence during term time approved during this school year, please state the number of days previously agreed.	Days		
Does your child have other siblings in other schools for whom you are also requesting absence during term time?	Yes	No	
If you have answered yes to the previous question, please state which school(s) your other child(ren) attend.			
Length of absence required (number of school days)		From (date)	To (date)

3. Declaration

I confirm that the information provided above is accurate and correct to the best of my knowledge and if it is found to be otherwise or if I take my daughter(s) out of school without prior authorisation from the Headteacher in accordance with the school's policy, I will risk losing the place for my daughter at Azhar Academy Girls School and my child(ren)'s absence will be treated as unauthorised, and hence truancy, for the purposes of the law and I will be liable to pay £50 for each unauthorised day of absence to the Azhar Academy Girls School. I also authorise the school, wherever applicable, to request information about a similar term time leave of absence request from my child's other siblings' schools.

Parent/Guardian name:	
Parent/Guardian signature:	
Date:	

FOR OFFICE USE ONLY:

Please note that the cost, convenience or availability of a holiday **must not** be taken into consideration.

Would the child miss any national tests/examinations/important activities?	Yes	No
Would the child miss any internal assessments/tests/work experience?	Yes	No
Child's attendance percentage for this year		Child's punctuality percentage for this year
Would the child be absent for more than 5 school days?	Yes	No
Is the leave for other than Ramadhan Umrah or Hajj?	Yes	No
Is the requested leave during the month of September?	Yes	No
Does the requested leave coincide with days around half-term or end of term breaks?	Yes	No
Has the child already had leave during term time this year?	Yes	No
Does she have other siblings in other schools for whom permission for absence during term time is being sought?	Yes	No
Has the other school been contacted?	Yes	No

Has the request for absence been approved?	Yes	No
If not authorised, reason for non-authorisation?		
Sign:	Date:	