



Appendix B – Application for Pupil Leave of absence from school

The school is expected to comply with Government guidance by the DfE (Department for Education) and the LA (Local Authority).

Pupil Name:		Class:
Any other school age children:	Name:	School:
Absent from school date:		Back at school date:
Total amount of days absent from school:		
Does the absence overlap with beginning or end of term? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Please state your reason for the absence:		
Signature of Parent/Carer:		Date:
<p>The Headteacher will consider the following points before authorising leave:</p> <ol style="list-style-type: none"> 1. The child's attendance history (above or below 95%) 2. The time of year (Controlled Tests, Exams or September) 3. The length and purpose of the absence <p>Penalty Notice: Where the Headteacher decides that authorisation cannot be given but the absence occurs, consideration will be given to the issuing of a Penalty Notice in line with Kirklees Code of Conduct or there is a possibility that your child may be taken off the school roll.</p>		
<p>Office use only: Current attendance % Number of late marks Number of days requested Would granting this request mean attendance would fall below 95%</p>		<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>Office use only: Signature:</p>		<p>Authorised: <input type="checkbox"/> Unauthorised: <input type="checkbox"/></p>
Reasons:		

Each request can only be judged on a case by case basis, you will receive a reply from the school in writing.