

Appendix C

This form has been designed to clarify the process of holiday requests. The school is expected to comply with Government guidance by the DfE (Department for Education) and the LA (Local Authority).

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR A HOLIDAY

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:		
Please state your reason for the absence request, demonstrate how this leave meets the 'special circumstances' and include any supporting documentation:		
Signature of Parent/Carer:		Date:
The Headteacher will consider the following points before authorising leave: 1. The child's attendance history 2. The time of year (Statutory Assessment Tests, or September) 3. The family circumstances and the parents' reasons for wanting to take their annual family holiday during term time. 4. Employers letter 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.		
Office use only: Current attendance % Number of late marks Number of days requested Would granting this request mean attendance would fall below 95%	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Office use only: Signature:	Authorised: <input type="checkbox"/> Unauthorised: <input type="checkbox"/>	
Reasons:		

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