

## Federation of Kirkroyds Infant & Wooldale Junior Schools

### Application For Pupil Leave Of Absence From School During Term Time

Pupil Name:		Class:
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 Head Teacher will consider the following points before authorising leave: 1. The child's attendance history 2. The time of year (Statutory Assessment Tests) 3. The family circumstances and the parents' reasons for wanting to take their annual family holiday during term time. 4. Employers letter		
<b><u>Office use only:</u></b> Previous year's attendance Previous year's number of late marks 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"/>	
<b><u>Office use only:</u></b> 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.