



Kirklees Metropolitan Council



HINCHLIFFE MILL JUNIOR & INFANT SCHOOL

WATERSIDE LANE · HOLMBRIDGE · HOLMFIRTH · HD9 2PF

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APPLICATION FOR PUPILS LEAVE OF ABSENCE FROM SCHOOL

This form has been designed to clarify the process of absence requests. The school is expected to comply with Government guidance by the DfE (Department of Education) and the LA (Local Authority).
Term time absence should only be requested in exceptional circumstances and may not exceed 10 working days per school year in total. No parent can demand leave of absence for the purposes of a holiday.

Pupil Name:	Class:
Absent from school date:	Back at school date:
Total amount of days absent from school:	
Partial day, please indicate times:	
Does the absence overlap with the beginning or end of term? YES / NO	
Please state the reason for your absence:	
<ul style="list-style-type: none"> If your child is going to be absent for part of the day and usually has school dinner does the school need to provide school dinner: Yes / No 	
Signature of parent/guardian: _____ Date: _____	

The Headteacher will consider the following points before authorising leave:

1. The child's attendance history (above or below the required 95%)
2. The time of year (controlled tests, exams, or the start of a new school year)
3. The length, destination and purpose of the absence
4. The family circumstances and the parents'/guardians' reasons for wanting to take the leave during term time

Penalty Notice: Where the Headteacher decides that authorisation cannot be given but the absence occurs, a Penalty Notice will be issued in line with Kirklees Code of Conduct, £60 to each parent/guardian for each child who is absent, rising to £120 per adult per child if not paid within 21 days.

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

Office Use Only

Current Attendance %	
Number of late marks	
Number of days requested (throughout year)	
Would granting this request mean attendance would be fall below 95%	

AUTHORISED	UNAUTHORISED
Signed:	
Print:	Date:



INVESTOR IN PEOPLE