



## Kirkburton Middle School

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### APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR A HOLIDAY

Pupil Name:		Class:
Any other school age children:	Name(s):	School(s):
Absent from school date:		Back at school date:
Total amount of days absent from school:		
Does the holiday overlap with the beginning or end of term? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Please state the reason for your travel:		
Signature of Parent/Carer: _____ Date: _____		
<b>Where a parent is unable to take holidays during the school holidays, evidence from the employer will be needed to verify this (with the exception of armed forces personnel).</b>		
The Headteacher will consider the following points before authorising leave: <ol style="list-style-type: none"><li>1. Whether the request fits the 'special circumstances' criteria outlined by Kirklees LA and the DFE</li><li>2. The child's attendance history (above or below 95%).</li><li>3. The time of year (Controlled Tests, Exams or September).</li><li>4. The length, destination and purpose of the holiday.</li><li>5. The family circumstances and the parents' reasons for wanting to take their annual family holiday during term time.</li></ol>		
<b>Penalty Notice:</b> 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 of the school roll.		
<b>Office use only:</b>		
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"/>	
Signature: _____	Authorised: <input type="checkbox"/> Unauthorised: <input type="checkbox"/>	
Reasons:		

