



Kirkburton Middle School

Turnshaws Avenue
Kirkburton
Huddersfield
HD8 0TJ

Executive Headteacher: Mr C Taylor

Head of School: Mrs S Kerr

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Enjoying, Achieving, Succeeding Together

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

Pupil Name:	Class:
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Any other school age children:	Name(s):	School(s):
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Absent from school date	Back at school date:
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Total amount of days absent from school:

Does the leave of absence overlap with the beginning or end of term? Yes: No:

Please state the reason for your application:

Signature of Parent/Carer: _____ Date: _____
Where a parent is unable to take leave during the school leave of absences, evidence from the employer will be needed to verify this (with the exception of armed forces personnel).

The Headteacher will consider the following points before authorising leave:

1. Whether the request fits the 'special circumstances' criteria outlined by Kirklees LA and the DFE
2. The child's attendance history (above or below 96%)
3. The time of year (Controlled Tests, Exams or September).
4. The length of leave.
5. The family circumstances

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.

Office use only: Current attendance % Number of late marks: Number of days requested: Number of previous sessions granted: Would granting this request mean attendance would fall below 95%	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
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Office use only:

Signature:	Authorised: <input type="checkbox"/> Unauthorised: <input type="checkbox"/>
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Reasons: