

Kirkburton Middle School

Turnshaws Avenue Kirkburton Huddersfield HD8 OTJ Headteacher: Mr C Taylor
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APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL				
Pupil Name:		Class:		
Any other school age children:	Name(s):		School(s):	
Absent from school date Back		Back at scl	at school date:	
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: 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.				
	granted: nean attendance would fall below 95%		Yes: No:	
Office use only:				
Signature:			Authorised: □ Unauthorised: □	
Reasons:				