



## Scholes Junior & Infant School

Wadman Road Scholes Holmfirth HD9 1SZ

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Web site: [www.scholesji.org.uk](http://www.scholesji.org.uk)

Interim Headteacher: Mrs L Pugh

### APPLICATION FOR PUPIL LEAVE OF ABSENCE

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 for Education) and LA (Local Authority). Further information can be obtained from [www.dfe.gov.uk](http://www.dfe.gov.uk).

Extended absences may have a negative effect on your child's education and progress.

Pupil Name		Class	
Pupil Name		Class	
Pupil Name		Class	
Please give details of any school age siblings			
Name of Sibling		School Attended	
Name of Sibling		School Attended	
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 'exceptional circumstances' and include any supporting documentation:			
<p>The Headteacher will consider the following points before authorising leave:</p> <ol style="list-style-type: none"> <li>1. The child's attendance history</li> <li>2. The time of year (Statutory Assessment Tests, or September)</li> <li>3. The family circumstances and the parents' reasons for wanting to take their annual family holiday during term time.</li> <li>4. Employers letter</li> </ol> <p><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.</p>			
Signed by Parent/Carer		Date	
Parent/Carer Print Name			

A text message will be sent home when your absence request has been processed by the Headteacher.

**FOR OFFICE USE ONLY**

<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"/>	
		I DO NOT give permission for the above named pupil/pupils to be absent from Scholes J & I School as there are no 'exceptional circumstances'. This will be recorded as ..... days unauthorised absence.	
		I GIVE permission for the above named pupil/pupils to be absent from Scholes J & I School for ..... days for the following 'exceptional circumstances':	
Signed by Headteacher following discussion with Parent/Carer		Date	

Recorded on Attendance Register		Text Parent/Carer	
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