



# SCISSETT MIDDLE SCHOOL

Wakefield Road, Scissett, Huddersfield, HD8 9JX

Tel: 01484 865444

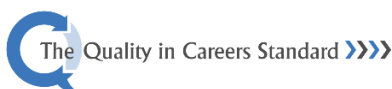
e-mail: scissettoffice@themast.co.uk

Head of School: Mrs G Senior

Executive Headteacher: Mr C Taylor

## 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 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 application:		
Signature of Parent/Carer:		Date:
<b>Where a parent is unable to take leave 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 96%)</li><li>3. The time of year (Controlled Tests, Exams or September)</li><li>4. The length of leave</li><li>5. The family circumstances</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 off the school roll.		
<u>Office use only:</u> 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"/>
<u>Office use only:</u>		
Signature:	Authorised: <input type="checkbox"/> Unauthorised: <input type="checkbox"/>	
Reasons:		



Working together, respecting all, because everyone matters

www.scissett.com