

Leave of Absence Request Form 2021-22

This form has been designed to clarify the process of leave of absence requests. The school is expected to comply with Government guidance by the DfE (Department for Education) and the LA (Local Authority).

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR A HOLIDAY OR OTHER CIRCUMSTANCES	
Pupil Name:	Class:
Any other school age children:	Name(s): School:
Absent from school date:	Back at school date:
Total amount of days absent from school:	
Does the leave overlap with the beginning or end of term? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Please state the reason for your child's absence:	
Signature of Parent/Carer: _____ Date: _____	
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).	
The Headteacher will consider the following points before authorising leave: <ol style="list-style-type: none">1. Whether the request fits the 'special circumstances' criteria outlined by Mast Academy policy and the DfE2. The child's attendance history (above or below 95%).3. The time of year (Controlled Tests, Exams or September).4. The length, destination and purpose of the leave/holiday.5. The family circumstances and the parents' reasons for wanting to take their annual family holiday during term time.	
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: Would granting this request mean attendance would fall below 95% Significant school events:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Head Teacher Signature:	Authorised: <input type="checkbox"/> Unauthorised: <input type="checkbox"/>