

Application for student leave of absence from school

The school is expected to comply with Government guidance by the DfE (Department for Education) and the LA (Local Authority). Each request can only be judged on a case-by-case basis, you will receive a reply from the school in writing. For more information, please refer to the Attendance Policy.

Student Name		Class	
Name(s) of other school age children	School(s)		
Absent from school date		Back at school date	
Total number of days absent from school			
Does the absence overlap with beginning or end of term?	Yes		No
Please state your reason for the absence			
Signature of Parent/Carer			
Name of Parent			
Date			
<p>The Headteacher will consider the following points before authorising leave:</p> <ol style="list-style-type: none"> 1. The child's attendance history (above or below 95%) 2. The time of year (Controlled Tests, Exams or September) 3. The length and purpose of the absence <p>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.</p>			
OFFICE USE ONLY			
Current attendance %			
Number of late marks			
Number of days requested			
Would attendance fall below 95% if this request were granted?	Yes		No
Headteacher's Signature		Authorised	
Date		Unauthorised	
Reasons:			

