**Scholes Junior & Infant School**

Wadman Road  Scholes  Holmfirth  HD9 1SZ

Tel: 01484 682190
E-mail: scholesoffice@themast.co.uk
Web site: www.scholesji.org.uk
Headteacher: Mr A Hancox

**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.

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:

The Headteacher will consider the following points before authorising leave:

1. The child's attendance history
2. The time of year (Statutory Assessment Tests, or September)
3. The family circumstances and the parents' reasons for wanting to take their annual family holiday during term time.
4. Employers letter

**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.

| | | | |
|---|---|---|---|
| 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**

<table>
<tr><td><u>**Office use only:**</u><br>Current attendance %<br>Number of late marks<br>Number of days requested<br>Would granting this request mean attendance would fall below 95%</td><td>Yes: ☐   No: ☐</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td></td><td>I GIVE permission for the above named pupil/pupils to be absent from Scholes J & I School for  ………. days for the following 'exceptional circumstances':</td></tr>
<tr><td>Signed by Headteacher<br>following discussion with Parent/Carer</td><td></td><td>Date</td><td></td></tr>
</table>

<table>
<tr><td></td><td>Recorded on Attendance Register</td><td></td><td>Text Parent/Carer</td></tr>
</table>