



# SCISSETT MIDDLE SCHOOL

Wakefield Road, Scissett, Huddersfield, HD8 9JX  
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 Headteacher: Mrs N. Greenough

## 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>Whether the request fits the 'special circumstances' criteria outlined by Kirklees LA and the DFE</li> <li>The child's attendance history (above or below 96%)</li> <li>The time of year (Controlled Tests, Exams or September).</li> <li>The length of leave.</li> <li>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.		
<b>Office use only:</b> 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"/>
<b>Office use only:</b>		
Signature:		Authorised: <input type="checkbox"/> Unauthorised: <input type="checkbox"/>
Reasons:		

