



Flockton C of E (C) First School

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Barnsley Road
Flockton
Wakefield WF4 4DH
Tel: 01924 326800
Email: office@flocktonschool.co.uk
Head Teacher: Neil Cappleman

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:
<p>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).</p>		
<p>The Headteacher will consider the following points before authorising leave:</p> <ol style="list-style-type: none"> 1. Whether the request fits the 'special circumstances' criteria outlined by Kirklees LA and the DFE 2. The child's attendance history (above or below 96%) 3. The time of year (Controlled Tests, Exams or September). 4. The length of leave. 5. The family circumstances <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>		
<p>Office use only: 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%</p>		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Office use only:		
Signature:		Authorised: <input type="checkbox"/> Unauthorised: <input type="checkbox"/>
Reasons:		