



Request for Term Time Leave of Absence

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child’s educational progress. Kirklees Council expects all parents/guardians to ensure that their children attend school regularly. Absences due to holidays taken during term time can seriously impact on a pupil’s academic attainment. Council policy is to only grant leave of absence in the most exceptional circumstances. If permission is given for Leave of Absence the Headteacher will determine the number of days of absence.

Taking ‘Leave of Absence’ for 5 or more school days without the school’s permission will result in a referral to the Local Authority who will issue a Penalty Notice resulting in a fine of £60. Penalty Notices are issued, per parent per child.

If you wish to apply for your child to be absent from school, please complete this form and return it to school **at least two weeks before the intended departure**. Thank you.

Name of child/children	
Class	
Date of first day of absence	
Date of return	
Number of days requested	

Any special circumstances you would like to be taken into consideration:

Signed:.....

Date:.....

