East Bierley CE (VC) Primary School





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 <u>5 or more</u> 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.

Any special circumstances you would like to be taken into consideration:			
Number of days requested			
Date of return			
Date of first day of absence			
Class			

For school use:		
Total sessions absent this academic year:		
Total unauthorised session absence this year:		
Attendance term to date:	%	
Request authorised:	Y / N	
Penalty notice requested:	Y / N	
Reason if authorised:		
Reason if unauthorised and any additional comments:		
,——————————————————————————————————————		
Date request form sent		
Date request form received		
Date request form received Date response letter issued		
Date request form received		