



Absence Request Form

Please complete this form to request absence leave during term time and hand in to the Headteacher

I wish to apply for my child to take a holiday / absence during term time. I understand that this will result in work being missed.

Student(s) Name(s): _____ Form(s): _____

Dates of absence: Start date:/...../..... End date:/...../.....

Number of school days missed:

Reason for requesting a holiday / absence at this time: _____

*** IF THIS APPLICATION IS DUE TO WORK COMMITMENTS THEN WE REQUEST THAT A LETTER FROM YOUR EMPLOYER IS ATTACHED TO THIS FORM.**

Full name and address of parents/carers applying for holiday/absence leave:

Name: _____

Address: _____

Post Code: _____

Full name and address of parents/carers taking child on holiday/absence (if different from above):

Name: _____

Address: _____

Post Code: _____

Name of brothers/sisters
at other Kirklees Schools

Name of School

Signed: _____ Parent/Carer Date of application:/...../.....

Note: 94% attendance equates to eleven days absence in an academic year.

The penalty notice is £80, for each parent of each child, if paid within 21 days, and £160 if paid after this date but within 28 days. Non-payment of a penalty notice will normally trigger a prosecution (under the provisions of section 444 of the Education Act 1996 or under the provisions of S103 (3) of the Education and Inspections Act 2006).

You also need to be aware that if your child fails to return to school following 20 days of absence he/she is at risk of losing their school place.



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