

Pupil Absence Request Form



The Department for Children, Schools and Families state that term time absences should not be authorised unless the circumstances are 'special or exceptional'.

Time off is not a right. To request time off school for your child, please complete the following form with your reasons for absence. Each request can only be judged on a case by case basis. You will receive a reply from the school in writing.

Name of Child _____ Class _____
First date of absence _____ Date back at school _____
Number of school days missed _____
Reason for requesting absence in term time _____ _____ _____
Name of Parent/Carer _____
Signed _____ Date _____

For office use only
Authorised <input type="checkbox"/> Unauthorised <input type="checkbox"/>
Headteacher's comments
Signed (Headteacher) _____ Date _____

Please note:

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.