



Scapegoat Hill and Linthwaite Clough Federation

Pupil Leave of Absence Request Form

Linthwaite Clough JI & EY School
Chapel Hill
Linthwaite
HD7 5NJ

Scapegoat Hill Junior and Infant School
School Road
Scapegoat Hill
HD7 4NU

Taking your child out of school in Term Time might affect their academic progress. Absences may only be authorised at the discretion of the Head Teacher in **EXCEPTIONAL** circumstances.

Please be sure to provide details of your exceptional circumstances in the box provided below and attach any supporting evidence. Leave of absence which has not been agreed will be marked down as **unauthorised** and may be referred to the Education Welfare Officer for consideration which could result in a Fixed Penalty Notice being issued by Kirklees Council. Please see following link for information on this.

www.kirklees.gov.uk/beta/schools/penalty-notices.aspx

Name of child(ren)	
Date of Birth	
Class	
Dates of absence (from/until)	
Date of Return	
Number of days requested	
Details of the "exceptional circumstances" for which you are requesting this absence	

Signature of parent/carer Print name Date.....

For office use only

Attendance%

Total Sessions absent this Academic Year.....

Total unauthorised absence this Academic Year.....

Request Authorised..... Yes/No

Date parent/carer informed.....

Updated on Integris.....