



School Road, Scapegoat Hill, Huddersfield HD7 4NU
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 Website: www.scapegoat-hill.kirklees.sch.uk
 Acting Head of School: Miss Natalie Shackleton

LEAVE OF ABSENCE REQUEST FORM

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 the following link for information on this [Penalty notices for school absence | Kirklees Council](#)

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 the parent / carer Print name Date

For office use:

Attendance %

Total Sessions absent this Academic Year

Total unauthorised absence this Academic Year

Request authorised by Headteacher Yes / No

Date parent/carers informed By Ping/email

Updated on Integris