



## Absence Notification Form

2025-2026

Name of Pupil/s	
Class	
Date of Absence	
Reason for Absence	

Please provide copies of your travel documents/tickets detailing your outward journey and return date.

Name of person submitting request: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please be aware that, in line with government guidance issued by the DFE (department for Education), we will not authorise absence in term time unless there is an exceptional circumstance.

Where a term time absence is taken consideration may be given to the issuing of a Penalty Notice in line with the Kirklees Code of Conduct.

**Each request will be judged on a case by case basis and you will receive a reply from the school in writing.**