

Endeavour Co-operative Academy

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Headteacher: Mrs A Crudgington BA



September 2024

Dear Parents / Carers,

Pupil request for absence

From the **19th August 2024** the Government has amended the guidance all schools must follow when considering a request for absence during the term time.

The new Government guidance in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, encourages parents and carers where possible to arrange medical appointments outside of the school day. Although we acknowledge that this may not always be possible. It is the responsibility for parents and carers to inform the school of any planned medical appointments.

Headteachers are no longer permitted to authorise requests for holidays during term time. From September 2024 it is understood that a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an approved absence.

Schools are now expected to consider each request for pupil absence individually and take into account the specific facts and circumstances and relevant background context behind the request. Based on whether or not they are '**exceptional circumstances**'. This would be considered to be '**rare, unavoidable and short**' and therefore uniquely significant to the emotional, educational or spiritual value of any child, which will significantly outweigh the loss of teaching time.

Therefore, I would ask those applying for such discretionary permission to make the case to me in writing on the appropriate leave of absence form, a copy of which is on the reverse of this letter.

Each application will be considered on its own merits, so I would urge you not to make definite plans until you receive a response.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'A Crudgington'. The signature is fluid and cursive, written in a professional style.

Mrs A Crudgington
Headteacher



Request for pupil leave of absence during school term time

Authorised absence may only be granted in **exceptional circumstances**, in accordance with School Attendance (Pupil Registration) (England) Regulations 2024. This form is to be completed by the parent or guardian and forwarded to the Headteacher, Endeavour Co-operative Academy.

Name of pupil:	
Date of Birth:	
Class:	

Date of first day of absence: _____

Date of return to school: _____

Number of days requested: _____

Reason for request for leave of absence during term time: (Please attach letter/evidence if required.)

Signed: _____ **Date:** _____

Name: (In block capitals, please) _____



This reply slip will be completed and returned to you at the earliest opportunity.

Request for pupil leave of absence during school term time

Either:

On behalf of the Governors of Endeavour Co-operative Academy **I authorise** the absence request below:

Name of pupil:	
Dates of absence requested:	
Number of days authorised:	

Or

On behalf of the Governors of Endeavour Co-operative Academy, **I do not authorise** the absence request below:

Name of pupil:	
Dates of absence requested:	
Reason for refusal:	

Signed: _____ Headteacher **Date:** _____