

# Endeavour Co-operative Academy

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Headteacher: Mr Chadwick, B Ed (Hons)



May 2023

Dear Parents / Carers,

## **Request for leave of absence during school term time**

In a letter dated September 2013 informing you that the Government had amended the regulations for holidays during term time. They made it clear that Headteachers may not grant any leave of absence during term time in any one year for the purpose of a family holiday. However, Headteachers have subsequently been informed that absence may be authorised for exceptional circumstances and it has been left to each school to interpret what such “**exceptional**” circumstances may be. I will consider applications from parents/carers for any leave of absence, including for holidays.

### **It is acknowledged that:**

- Pupils may have medical appointments which cannot be arranged outside school hours;
- There may be some family circumstances that may require a request for leave of absence;
- Some parents/carers may wish to make the case that due to the nature of the special educational need a family holiday is best taken at a time when resorts are quieter. I would emphasise that this is truly exceptional and would not apply to all of our pupils.

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 black ink, appearing to read 'John Chadwick'.

Mr John Chadwick  
Headteacher



**Request for pupil leave of absence during school term time**

Authorised absence may only be granted in **exceptional circumstances**, in accordance with guidance on The Education (Pupil Registration) (England) Regulations 2006 (Amended Sept 2013). 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:	
<b>Reason for refusal:</b>	

**Signed:** \_\_\_\_\_ Headteacher **Date:** \_\_\_\_\_