

# THE ENDEAVOUR SCHOOL



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Headteacher: J Chadwick B Ed (Hons)

14 May 2014

Dear Parents / Carers

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 parent/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

J Chadwick  
Headteacher

o/absences – pupils / request for leave of absence

**THE ENDEAVOUR SCHOOL**  
**REQUEST FOR PUPIL LEAVE OF ABSENCE DURING SCHOOL TERM**

I request that..... (Name of child)  
be granted authorised absence from school from .....201... until  
.....201... **inclusive** which is a total of ..... school days for the  
following reasons. Please state full circumstances:

.....  
.....  
.....

Date.....Signature of Parent/Guardian .....

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, The Endeavour School

✂.....✂.....✂

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

**THE ENDEAVOUR SCHOOL**  
**REQUEST FOR PUPIL LEAVE OF ABSENCE DURING SCHOOL TERM**

**Either**

On behalf of the Governors of The Endeavour School, I authorise that  
.....Name of child) may be  
absent from school from .....201... to .....201.....  
**inclusive**. Total ..... school days.

**Or**

On behalf of the Governors of The Endeavour School, I do not give permission for  
..... (Name of child) to be absent  
from school from .....201... to .....201..... **inclusive**  
for the following reason.

.....  
.....  
.....

Signed ..... Headteacher      Date .....

Request for leave of absence form