**LEAVE OF ABSENCE REQUEST FORM**

Taking your child out of school during term time may harm their academic progress.

Absences may only be authorised at the discretion of the Headteacher **IN EXCEPTIONAL CIRCUMSTANCES.**

Please complete this form (by hand or electronically) and submit via email to [admin@epchs.co.uk](mailto:admin@epchs.co.uk), via post, or hand in to Reception. (Paper copies are available on request). A meeting may be arranged with the Headteacher to discuss this request.

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| **STUDENT DETAILS** | | | |
| **Name** | | | |
| **Address** | | | |
| **Date of birth** | **Year** | **Form** | |
| **LEAVE OF ABSENCE REQUEST DETAILS** | | | |
| **Start date of leave requested** |  | **End date** |  |
| **Return to school date** |  | **Number of days** |  |
| **Destination UK  Abroad *(please specify country)*** | | | |
| ***Please fully explain the EXCEPTIONAL CIRCUMSTANCES that you would like the school to consider.***  ***This section must be completed. Please continue on a separate sheet if required.*** | | | |
| **Name of parent / guardian 1** |  | | |
| **Signature** |  | | |
| **Name of parent / guardian 2** |  | | |
| **Signature** |  | | |
| **Date** |  | | |
| **SCHOOL USE** | | | |
| **Current attendance %** |  | | |
| **Total sessions pupil absent this academic year** |  | | |
| **Total unauthorised absence this year** |  | | |
| **Request authorised**  🞏 **YES** 🞏 **NO** | **Signed by Headteacher** | | |

**Notes**

The Law does not grant parents/guardians the right to take their child out of school for holidays during term time.

The Law restricts a Headteacher’s ability to authorise holidays during term time. Headteachers are now only empowered to approve a leave of absence when it is requested in advance by the parent/guardian with whom the child resides and when the circumstances of the leave requested are **EXCEPTIONAL**.

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Department of Education studies show that poor attendance and punctuality at school has a significant effect on a child’s GCSE results and life opportunities

**If leave of absence is not approved, and you still choose to take your child out of school, the leave of absence will be recorded on your child’s registration record as unauthorised.**

Where unauthorised absences amount to 10 sessions (5 school days) or more within the previous 6 months of the academic year, the Local Authority Education Welfare Service are notified. Unauthorised absences **may** lead to a Penalty Notice or a Summons being issues against you for irregular school attendance.