



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, 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.

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	
<i>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.</i>			
Name of parent / guardian 1			
Signature			
Name of parent / guardian 2			
Signature			
Date			

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

T: 0151 355 2373 / 0151 513 4453 (Attendance)

E: admin@epchs.co.uk W: www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons



SCHOOL USE	
Current attendance %	
Total sessions pupil absent this academic year	
Total unauthorised absence this year	
Request authorised <input type="checkbox"/> YES <input type="checkbox"/> 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**.

Taking your child out of school during term time may harm their academic progress. 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 issued against you for irregular school attendance.

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