Letter 3

Leave of Absence – Exceptional Circumstances

[Insert school name, address and logo]

[Insert parent name and address] [Insert date]

Dear [Insert parent(s)/carer(s) name]

**Request for a Leave of Absence – Exceptional Circumstances** for [Insert child’s full name, date of birth, year group] at [insert school name].

We confirm receipt of your application for exceptional leave of absence for the purpose of [insert reasons given for request] from [insert date] to [insert date] which is a total of [insert number of days] school days.

From September 2022 the government’s Guidance for maintained schools, academies and independent schools, make it clear that schools are no longer allowed to authorise leave of absence taken in term time, apart from where there are exceptional circumstances.

Unfortunately, on this occasion I am unable to authorise this absence.

Should you choose to take the leave, the school’s attendance policy makes it clear that an unauthorised term time absence of 5 consecutive days or more, will result in a Penalty Notice being issued.

The Penalty Notice is for £80 per parent, per child if paid within 21 days and £160 per parent, per child if paid after this date but within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child’s regular attendance at school.

Yours sincerely,

[insert name of the Headteacher]