Letter 1

Term time Leave of Absence request authorised

[Insert school name, address and logo]

[Insert parent name and address] [Insert date]

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

**Re: Term time leave of absence request for** [Insert child’s full name, date of birth, year group] at [insert school name].

Following your recent request for [insert child’s name] to be allowed a leave of absence during term time, I am writing to confirm that I have authorised this planned absence from [insert date] to [insert date].

[insert child’s name] should return to school on the [insert agreed return date].

However, I must point out that the school strongly discourages leaves of absence in term time due to the impact on education and social progress.

I must also draw your attention to the school’s attendance policy. This makes it clear that if a leave of absence is taken in term time which has **not** been authorised, a Penalty Notice will be issued.

Yours sincerely,

[insert name of the Headteacher]