

Request for a leave of absence during term time – school response

This response must be sent to each parent and a copy retained by the school

Dear.....,

Child's Name..... Class/Tutor Group.....

Your request for absence on the following dates: ___ / ___ / ___ to ___ / ___ / ___
(totalling.....days, has been considered and is

AUTHORISED UNAUTHORISED

- a) Their attendance is currently:.....
- b) The request **does / does not** meet the criteria for 'exceptional circumstances'

Please note: An **unauthorised** absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning

Signed..... (Headteacher) Date ___ / ___ / ___

Print name: