***(Leave of absence - Authorised)***

Name and address of parent(s) Date

Dear

*(Childs name and DOB)*

Thank you for your request of the *(insert date)* to take *(insert child’s name)* out of school during term time between the……………………………….... and ……………………*……*

You should be aware that as from the 1st September 2013, Headteachers ***shall not*** grant a request for a leave of absence unless an application has been made in advance to the school, and when such a request is made any leave can only be authorised if there are exceptional circumstances relating to that application.

After carefully considering your application I have decided to authorise your request for *(insert name of the child)* tobe taken out of school as I am satisfied that there exceptional circumstances which are:-

*(Insert reasons)*

Our priority is to ensure that each child is as successful as possible and is able to achieve their full potential. As a parent/carer, you can demonstrate your commitment to your child’s education by ensuring that your child does not miss school for anything other than an exceptional or unavoidable reason.

I have attached a copy of *(insert childs name)* attendance for this academic year for your information.

I hope that this letter explains the reasons for the decision that has been made.

Yours sincerely

*Name*

*Job Title*