**Letter Request for term time absence ACCEPTED**

**School Logo / Headed Paper**

* **Must be sent by first class mail**
* **Ensure full address is on the letter**
* **Please note that we would expect every school to adapt these letters in line with their own attendance policy or to take into account the particular circumstances of each pupil.**

Full Name – Title, Full Forename, Surname

Address

Address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**Re: Your request for exceptional leave absence**

**Child’s Full Forename and Surname DOB: Insert Child’s full date of birth**

Thank you for your request to take **Child’s Full Forename and Surname** out of school between [date] and [date].

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. At [school name] we believe that regular attendance throughout the year is essential to every child’s success and fulfilment.

We consider each request for term time absence on its merits and the family’s specific circumstances.

Please be aware that fact that I’ve agreed to this term time absence request doesn’t mean I’ll necessarily be able to agree to any similar request from you, or other parents, in the future.

Yours sincerely,

[Name]

Full Forename, Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer