**Letter Request for term time absence DECLINED**

**School Logo / Headed Paper**

* **Must be sent by post in a timely fashion**
* **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 Name and Class:**

**Exceptional Leave requested**:

**Total Days requested:**

I am writing in response to your request to take your child/ren out of school during term time. At SCHOOL NAME we believe that regular attendance throughout the year is essential to every child’s success and fulfilment. In line with Department for Education guidance, SCHOOL NAME policy is that absences must be arranged for during school holidays in all but exceptional circumstances.

Allowing term-time absences in exceptional circumstances is solely at the discretion of the school. Each request is considered on its individual merit and on a case-by-case basis; therefore, a similar request having been granted in the past does not guarantee that your present request will receive the same decision, just as the decision made on your request at the present time does not set a precedent for any similar requests made in the future.

After careful consideration of your request, we must inform you that we do not consider your request is due to exceptional circumstances and therefore are unable to grant your request to take your children out of school.

Your children’s absence will be treated as ‘unauthorised’ if you decide to take the dates as requested and have further unauthorised absences (include if unauthorised sessions are below 10) and a referral will be made to Herefordshire Council who may issue a penalty notice or initiate legal proceedings against you under the Education Act 1996 (Section 444).

Yours sincerely,

[Name]

Full Forename, Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer