

School Logo

**Directorate for Children, Young People and Families**

Date:

Parent / Carer Applicant Name(s)

Address

**Application for Leave of Absence**

Further to your recent application for (child’s name)’s leave of absence from

(start date) to (end date), I would like to inform you that the above request has been authorised.

I wish to advise that in authorising the above leave of absence the school would be concerned if (name of child)’s future attendance should fall below the required standard in your child’s school.

Such a fall in attendance could impact future requests for leave of absence.

Yours sincerely

Name

Head teacher