

School Logo

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

Date:

Name of Parent / Carer or Applicant:

Address:

**Reply to Leave of Absence Request**

**Name of Child**

**Period of Absence**

Further to your recent application for the above named, I would like to inform you that this request has **not** been authorised, as no exceptional circumstances have been given as to why the leave of absence should be taken in term time.

I wish to advise you that should you go ahead with this leave of absence despite this warning it is possible that a Penalty Notice will be issued to each parent/ carer/ person with day-to-day responsibility for each child.

If you wish to discuss this issue further, please contact (name of contact in school) in the first instance.

Yours sincerely

Head teacher / Head of School / Principal