

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