

(Date)

(Parents' name and address)

Dear (Parents' name),

(Child's name and date of birth)

Thank you for your request for leave during term time, dated (date), asking for permission for (pupil's name) to be absent from school for (number of days) from (dates).

As you may be aware, the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Having looked at your application, although understanding of your reasons, I do not feel that your request can be supported in this instance. **Therefore, if the absence occurs, the dates will be unauthorised.**

Our key priority is to ensure that (pupil's name) is as successful as possible and is able to achieve (his/her) full potential. I would hope that, upon reflection you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

However, should you still decide to take this leave, I am grateful that you have informed us so that your child will have the opportunity to share the experience with their friends and teachers.

As a school, we are asked to inform you that, in line with Worcestershire County Council Policy, following a period of unauthorised absence, a referral will be made to the Education Investigation Service which may result in the issue of a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

We also request that you advise your children's Class teachers of this absence if you have not already done so. Thank you for your understanding; I trust this letter explains the decision that has been made.

Yours sincerely

(Name)

(Job Title)