

School Logo

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

Date:

Name of Parent / Carer or Applicant:

Address:

**Name of Child**

**Period of Absence**

School has reason to believe that your child may be on holiday. I would like to inform you that this leave of absence 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 it is possible that a Penalty Notice for the unauthorised absence will be issued to each parent /carer/ person with day-to-day responsibility for each child.

If you have not taken your child out of school for a holiday, then please contact school as soon as possible to provide a reason for your child’s absence.

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

I have enclosed a leave of absence form for you to complete.

Yours sincerely

Head teacher / Head of School / Principal