



















Leave Denied

Recipient(s) full name

Address

DATE

Dear

### Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE to DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. If your child is absent from school during the specified dates you **will not** be issued with a Penalty Notice for this unauthorised absence **as it is less than 3 days in total.**

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Oona Gilbertson  
Headteacher

## Leave Denied and Late Application

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE to DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late (*expand on this if necessary e.g. quote school policy or when the application was received*) I was unable to advise you of my decision prior to your departure.

For your information, CHILD'S NAME absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term-time' and you may be issued with a penalty notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Oona Gilbertson  
Headteacher

Challenge – no reason for absence

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

**NAME** was absent from school for **NUMBER** days between **DATE** and **DATE** without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

It is my belief (**or - You have since informed us**) that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Oona Gilbertson  
Headteacher

## Challenge – False reason provided

Recipient(s) full name

Address

DATE

Dear

### **Absence from School**

**CHILD'S NAME** was absent from school for **NUMBER** school days between **DATE** and **DATE**. You informed **SCHOOL** that **CHILD'S NAME** was absent due to **REASON**.

It is my belief that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Oona Gilbertson  
Headteacher

## Challenge – Reason given query

Recipient(s) full name

Address

Date

Dear

### **Absence from School**

**CHILD'S NAME** was absent from school for **NUMBER** school days between **DATE** and **DATE**. You informed Eyam School that **CHILD'S NAME** was absent due to **REASON**.

However, I understand that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Oona Gilbertson

Headteacher

## Challenge – no reason given text sent

Recipient(s) full name

Address

Date

Dear

### **Absence from School**

**NAME** was absent from school for **NUMBER** days between **DATE** and **DATE** without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

I understand that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Oona Gilbertson

Headteacher