

(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 holidays in term time if there are exceptional circumstances.

Having looked at your application, I feel that your request can be supported in this instance.

Therefore, the absence to include the dates requested will be authorised.

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, in the future, you will continue to support the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

We also request that you advise your children's Class teachers of this absence if you have not already done so.

I trust this letter explains the reason for the decision that has been made.

Yours sincerely

(Name)

(Job Title)