



# Kingsland C.E. Primary School

Let your light shine



“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

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Dear Mr Debenham,

I am writing four weeks in advance to request leave of absence for my child / children ...

(Name/s)

... for the following dates:

I fully understand that, in line with government and the school’s own Attendance Policy, it is likely that you will be unable to authorise this absence but would like to explain the reasons for requesting a term-time absence, which are as follows:

I will be able to provide evidence for this if requested. My child has a good attendance record to date. It currently stands at 96% or above.

I understand that the school may have to refer holiday absences to the Local Authority as per the Attendance Policy. Headteachers may grant leave of absence in ‘exceptional circumstances’ only. If a child is taken out of school and the absence is not agreed by the Headteacher, this will be recorded as unauthorised absence. The school may then notify Herefordshire Council and you may face a Fixed Penalty Notice and/or other legal action.

When deciding whether to allow term time leave of absence, for any reason, the school will consider: the reason for the leave, the time and duration of the leave, whether or not the leave could have been taken during the statutory school holiday periods, and the learning that will be missed.

Signed \_\_\_\_\_ Name \_\_\_\_\_  
Date \_\_\_\_\_

