Dear Parent/Carer

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| **TERM TIME ABSENCE** | | |
| **Surname:** | **Forename:** | **Class:** |
| The request for term time absence:  □ Has been agreed and authorised  □ Has not been agreed and will be noted as unauthorised  **We are unable to agree your request because the circumstances are not exceptional and missing unnecessary time from school will be detrimental to your child’s progress.**  Signed:  Associate Assistant Headteacher  Date: | | |

If for any reason your child does not return to school on the expected date, you must make all possible efforts to contact us. If we do not feel that the reason for your delay is acceptable, the absence will not be authorised. You will risk losing your child’s place at the school and you may be served with a Penalty Notice.

Parents have a duty to ensure their child’s regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996