

Dear Parent/Carer

### Leave of Absence in Term-time

Thank you for your letter regarding taking your child out of school during term time.

All absences from school affect your child's education. Taking a child out of school during term-time could mean:

- your child missing out on important school work (including exams and controlled assessments) which contribute to your child's final grades
- giving the message that it is acceptable to miss school (The Local Authority have indicated that severe truancy problems have often stemmed from students taking holidays/ time off during term time).

Local Authority guidance on school attendance states: *"By law the Head Teacher has the discretion to approve or refuse requests for taking your child out of school during term-time. If your request is refused but you take your child anyway, you will be breaking the law and your child will be marked as unauthorised absence"*.

I would ask that you take time to give serious consideration to the points made above as we are working closely with Durham Local Authority to ensure all children maintain excellent attendance records. If however, you feel that there are particular circumstances which you would like to be considered, please complete the attached form and return it to me as soon as possible.

Yours sincerely,

**Lisa Byron**  
Headteacher

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME  
(Please return to Student Reception)**

**Student:** ..... **Tutor Group:** .....

**Requested absence dates from:** ..... **to:** .....

**Contact name**..... **Contact phone number** .....

**Outline circumstances relating to your request for leave of absence.  
Julie Usher, Student Welfare Team Co-ordinator will contact you directly to discuss  
the matter.**

**Do you have children attending other schools**      YES   

NO   

**Please state the school(s) your children attend**

---

---

**Signed:** .....

**Date:** .....