Ref: ATT/LTUL/Initial/Date

***<Date >***

**<Address>**

**<Address>**

**<Address>**

**<Address>**

Dear ***<Name of Parent>***

Thank you for your recent leave during term time request form.

On this occasion I am not able to authorise ***<Name of Pupil>***’s leave of absence from ***<Date >***to ***<Date >***, for the purpose of **<insert reason>**.

I have no wish to deprive families of an extended period of leave away from **<Name of School/Academy>,** but my first concern has to be the educational development of ***<Name of Pupil>***. Requests for leave during term time are never taken lightly and in taking this decision I have considered the social, emotional and cultural reasons for the leave, whether the leave is exceptional, as well as ***<Name of Pupil>***’soverall level of attendance, academic attainment and the impact any leave may have on your child’s learning during their time away.

If you decide to go ahead with your proposed leave during term time, ***<Name of Pupil>***’sabsences will be marked as unauthorised. I should warn you that unauthorised absences are referred to Bradford Council who may issue you with a Penalty Notice in accordance with the Penalty Notice Code of Conduct or take other legal action in relation to unauthorised absences.

If you wish to discuss this matter further, please make an appointment to see me.

Yours sincerely,

Xxxx

Headteacher/Attendance Lead

Xxxx School/Academy