LoAA

Ref:

# Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»,

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»**

**Yr «YearGroup» at «SchoolName»**

Thank you for your recent leave of absence request.

I have authorised «ChildFirstName»’s leave of absence from (date)………………………to (date)………………….due to the exceptional circumstance.

«ChildFirstName» must return to school on or before (date)………………

If «ChildFirstName» does not return by the above date:

* any absence after the above return date will be marked as unauthorised and the Local Authority may take legal action/issue a Penalty Notice to each parent for each absent child;
* «ChildFirstName» may be reported to the Local Authority as a missing child and/or removed from the school register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

*Delete the following sentence if the parent did not meet with you beforehand to sign a home-school contract agreeing to the dates:*

Enclosed with this letter is a copy of the agreed authorised leave of absence home-school contract that you signed on (date)……………….

Section 444 of the Education Act 1996 states that:

*‘If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence’.*

**If the request is due to a family emergency, careful consideration is required as to whether it is appropriate or in the best interest of the child to miss school for emergencies being dealt with by adult family members.**

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential. To achieve this, your child needs to attend school every day. For example, two weeks absence is equivalent to around 50 lessons missed which will never be repeated.

We are sure you would not wish to jeopardise your child’s academic progress by prolonging any absence at this time.

Yours sincerely,

Head Teacher

Enclosures: *Delete as required*

Copy of ‘Leave of Absence Request Form’

Copy of agreed authorised leave of absence home-school contract