



Ravensmead Primary School

Chapel Street
Bignall End
Stoke-on-Trent
Staffordshire ST7 8QD
Telephone & Fax: 01782 296635
www.ravensmead.staffs.sch.uk

Headteacher: Mr D. Bell, B.Ed (Hons), M.A

School Letter Leave Agreed

Appendix 3

Date:

Dear (Parent/carer(s) name)

..... (Child's Name and Date Of Birth)

Thank you for your letter dated _____ requesting permission for your child
_____ to be absent from school from to

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are "exceptional circumstances". The Local Authority and school governors support this; therefore students will only be given permission to take leave in term time if there are exceptional circumstances.

Having looked at your application, we feel that your request can be supported in this instance.
Therefore, the absence to include the dates requested will be authorised.

Our key priority is to ensure that your child(ren) are as successful as possible and are able to achieve (his/her) full potential. We would therefore ask that you support your child in catching up on the time they will miss in school.

Yours sincerely

Mr D Bell and the Governing Body.
Head teacher