



Middleton-in-Teesdale Nursery and Primary School

Town End, Middleton In Teesdale, Co Durham, DL12 0TG

Tel: 01833 640382

www.middleton-in-teesdale.durham.sch.uk



"This is a
good school."
Ofsted 2015

'Where many hearts make a school'

Date

Address

Dear Parent

Application for Leave of Absence during Term Time

Pupil Name:

DoB:

Thank you for your recent Leave of Absence application. On this occasion I am able to authorise your child's leave of absence from HOLIDAY DATES due to the exceptional circumstances that you have outlined.

I must remind you that if PUPIL does not return to school following the dates of the leave of absence granted shown above, without reasonable cause, this will be classified as unauthorised absence. I should inform you that unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. The 'Frequently Asked Questions' page attached explains the circumstances where enforcement action may be taken more fully.

If you wish to discuss this matter further, please feel free to call either myself or Amanda Lowes.

Yours sincerely

C CHILVERS
Headteacher