



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

Name & Address

Dear Parent/Carer

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 not able to authorise your child's leave of absence from DATES

I have no wish to deprive families of a well earned family holiday, but my first concern has to be the educational development of PUPIL

Requests for leave are never taken lightly, and in taking this decision, you will be aware that as of 1st September 2013, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. I do not consider the reasons provided for your leave of absence request to be exceptional.

If you decide to go ahead with your proposed leave of absence, NAME absences will be marked as unauthorised. 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