



Date \_\_\_\_\_

**FLIXTON PRIMARY SCHOOL**

NAME OF CHILD \_\_\_\_\_ CLASS \_\_\_\_\_

Dear Headteacher

I wish to apply for \_\_\_\_\_ to have leave of absence from  
\_\_\_\_\_ to \_\_\_\_\_, which will mean missing \_\_\_ school days  
for the purpose of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that absence can only be authorised if you consider this to be exceptional circumstances. I understand that if school does not authorise the absence but I choose to take my child out of school anyway, the Local Authority can issue fines for non-attendance.

Signed \_\_\_\_\_ Parent  
\_\_\_\_\_

Dear Parent

Having considered the circumstances of your application I confirm that I have authorised the above absence due to exceptional circumstances.

Having considered the circumstances of your application I confirm that unfortunately I am unable to authorise the above absence because the circumstances are not deemed to be exceptional.

Yours sincerely

Mr J Redmond  
Headteacher