



Head Teacher Janette Allen
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Date

Dear

LEAVE OF ABSENCE – AUTHORISED

Child X – dob xx/xx/xxxx

I note your application to take out of education from to for a total of days to take leave of absence for the reason of

I have considered your application and do feel it meets the exceptional circumstances criteria and therefore your request has been **granted**.

For the purpose of recording and in line with the Local Education Authority attendance monitoring your child be marked on the register as having an authorised leave of absence for a total of

Please note all applications for leave of absence are considered on an individual basis. Each application will be considered in line with our Policy including a review of any previous absences.

Yours sincerely

Janette Allen
Head Teacher