### SCHOOL NAME

Date:

Name: Address:

## School Decision Letter (template)

***Appendix 2***

Reference:

To the Parent/Carer of ………………………….

On the …………. (date) you requested that the school consider term time leave for your child(ren) ……………….. (name, DOB). You said that you wanted to go to

…………………………… (place) for …………………………………………………………… (reason). You said that you would be away from school from ……………….. (date) to

……………………..(date). This equates to …… school days

The Head teacher has considered your request and has reached the following decision:

* School days will be **agreed** by the school
* School days will **not be agreed** by the school The reasons for the Head teacher’s decision are given below.

We expect your child to return to school on …………………………. (date). If your child is unable to return on this date please let us know, as failure to do so may result in your child losing their place at this school. This will mean you will have to re-apply for a place at this school. You may also risk being fined or prosecuted by Sheffield City Council if your child is absent from school without the Head teacher’s permission.

Signed on behalf of the School: …………………………………… Printed Name: ………………………………………………………..

***Appendix 3***

## School letter to parent, informing parent/carer of possible risk of losing school place (template)

### NAME OF SCHOOL

Date:

Name: Address:

Reference:

To the Parent/Carer of ………………………….

Your child was due to return to school on ………………..(date). We have made enquiries and have been unable to confirm that your child is absent because of sickness or other another unavoidable circumstances.

As we are unable to confirm where your child is or a return date, I am writing to let you know that I will be requesting that your child is removed from the school roll. I will be informing the Children Missing from Education Team who may make enquiries with the Police, Social Care and Child Benefits.

### It is important that you contact ………………………………. (name) the School (telephone number) as soon as you receive this letter. I will continue to make enquiries to find out where your child is.

Yours sincerely

Head Teacher

Cc: CME Team, Floor 5, Moorfoot Building, Sheffield City Council

***Appendix 4***

## School letter to parent informing them of loss of school place (template)

### NAME OF SCHOOL

Date:

Name: Address:

Reference:

To the Parent/Carer of ………………………….

I am writing to let you know that ………………… (child’s name) has been removed from the register of this school on ………………… (date). If you would like your child to attend this school you will have to re-apply for a place.

Please contact the Children Missing Education (CME) team on 0114 2736462, who will be able to help you find a school place.

Yours sincerely

Head Teacher

*Cc:* CME Team, Floor 5, Moorfoot Building, Sheffield City Council

***Appendix 10 Template Letter to parent (no request for leave made to school)***

Schools logo

Parent name and address

Dear parent/carer(s) of ……… RE: Child/ren’s name

We have reason to believe that you have taken your child/ren out of school without agreement of the head teacher during the period ….. to ….

Please could you provide evidence of the reasons for absence to school by ……, failure to do so may result in school referring the information to the Local Authority for a penalty notice to be issued for unauthorised leave in term time.