**Letter template – failed to return from leave of absence**

**School Logo / Headed Paper / Sent from an official school email address with a clear email signature**

* **It is encouraged that this communication is pasted into the body of an email (rather than as an attachment), which should be sent with a read receipt requested;**
* **The ‘TO’ field of the email must be addressed to an individual parent (separate emails should be sent to each individual parent);**
* **The subject field should make clear the content of the communication. Please note parent/s email addresses must not be in the CC or BCC field;**

**IMPORTANT POINTS FOR SCHOOL TO NOTE:**

NOTE - **Schools must allow at least ten school days, following the agreed return date, before seeking to remove the pupil from roll.**

Full Name – Title, Full Forename, Surname

Address

Address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**Child’s Full Forename and Surname DOB: Insert Child’s full date of birth**

I refer to your application dated DAY DATE MONTH YEAR for leave of absence for CHILD FULL NAME to be absent from DAY DATE MONTH YEAR (first day of expected absence), until DAY DATE MONTH YEAR (last day of expected absence), a total of ENTER NUMBER school days. Our records show CHILD FULL NAME has failed to return to school following the leave.

Should CHILD FULL NAME not return by DAY DATE MONTH YEAR, they are at risk of losing their school place and you will need to reapply.

IF APPLICABLE - Please note that we have an active waiting list for your child’s year group, and should you fail to ensure that your child returns to school by DAY DATE MONTH YEAR then their place will be offered to another child.

Please contact us as a matter of urgency to confirm your intentions.

Yours sincerely,

Head Teacher