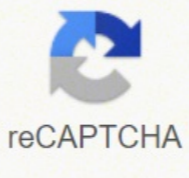




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**Open**

Dear Parent/Carers,

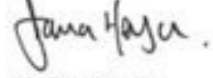
In light of any recent confusion, I write to confirm the current arrangements with CTC Kingshurst Academy (and all Solihull schools) and Solihull Local Authority for requesting term time leave.

Recently, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 of the 2006 Regulations to prohibit the Principal of a school to grant leave of absence to a pupil except where an application has been made in advance and the Principal considers that there are **exceptional circumstances** relating to the application. This means that if the Principal deems that the leave applied for can reasonably be taken outside of term time, the request for leave of absence will not be authorised.

If the Principal does not grant the leave of absence request but parents/carers still decide to go ahead, absence will be marked as unauthorised. Unauthorised absences may be referred to Solihull MBC and result in a Penalty Notice being made payable of up to a £120 fine for failure to comply with the law. Section 444 of the Education Act 1996 states that: 'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.

CTC Kingshurst Academy will consider all applications for leave of absence requests but must comply with the current stipulations of granting leave in exceptional circumstances only.

Yours sincerely



Mr D Hewson  
Principal  
CTC Kingshurst Academy

### Leave Application Letter

Ms. Sierra Lyons  
101 N. Main St.  
New Parkland, CA 91010  
email@example.com

September 18, 2014

Mrs. Cheryl Johnson, HR Manager  
Parkland County Mental Health Services  
New Parkland, CA 91010

I am writing to inform you that I will be taking emergency family leave immediately due to the recent heart attack of my father. I will need to assess my father's condition and be there with my mother during this time. I am tentatively planning for a return date of a week from today, September 25, 2014. I will be in regular communication to let you know the status of my return. I have informed my clients and have arranged for a colleague to handle any emergencies while I am gone. I am confident that my clients are in good hands during my absence.

You can reach me while I am away at (123) 456-7890 or email me at Sierra@Lyons.com in the event of an emergency or serious question. I will get back to you as soon as possible. Thank you so much for your consideration during this stressful time. I hope to return to work with a clearer head and better able to concentrate on my clients once I see to the family issues at hand. I appreciate your time and will be eagerly awaiting your response.

Sincerely,

Sierra Lyons  
Case Manager  
Parkland County Mental Health Services

### School Leave Application

Linda Martin,

Roll 12,

Grade XII

18 September 2006

To

Mr. Ronald Lee,

Class Teacher,

Alaska International School,  
Atafu

Dear Mr. Lee,

I am Linda Martin and am a student of grade XII. I was sick yesterday with running temperature and stomach upset. I could not attend school for the same reason. I understand that the test conducted yesterday was of utmost importance and I apologize for not being able to take it. However if you are kind enough to conduct it again for my benefit, I would be grateful to you. If that is not possible, I will understand the decision and I am ready to forego the marks for it.

Kindly consider my request.

Thanks

Sincerely,

Linda Martin

Find here more [Sample leave letters](#)



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