



Parent's names and address

Dear names of parents

RE: name of child

DOB: ??

Thank you for your holiday request.

Unfortunately, on this occasion I am unable to authorise child's name and must advise you that the period dates of absence request inclusive will be coded as unauthorised holiday (G) on child's name attendance summary.

If the parent of a child takes leave of absence, either without seeking permission, or where permission has been sought and not agreed, they will be subject of a Fixed Penalty Notice (FPN) which will be issued by the Attendance Officer in line with the Barking and Dagenham Code of Conduct.

This matter has been referred to the Attendance Officer.

Yours sincerely

Mr Richard Paul  
Head of School.

