



Mongleath Road
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TR11 4PW

St Mary's Catholic Primary School

Executive Headteacher: Mr T Moran
Deputy Head: Mrs L Titheridge

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Date

NAME AND ADDRESS

Dear **Name of parent/carer(s)**

I am writing regarding your request to take (**Student Name**) out of school on **Date until Date**.

I am sorry, but on this occasion, we are not able to authorise the absence you have requested.

At St Marys Catholic Primary School, we recognise that there are occasions when it is appropriate to authorise an absence; we look at each request on its own merit and consider the government guidelines on attendance, before reaching a decision. These guidelines state that absence should only be authorised in 'exceptional circumstances' and holidays during term-time, for example, do not fall within the list of permitted authorised absences. Whilst we understand that this is not the decision you would have been hoping for we have to adhere to this.

I would like to reassure you that we will by applying these principles fairly for all requests received.

Should you decide to take your child out of school on those dates, we would record this as an 'unauthorised absence.' If this is for a term-time holiday, then Cornwall Council may choose to issue a warning letter or a Penalty Notice.

If you would like to discuss this matter further, please contact the school and I would be pleased to meet with you.

Yours sincerely,

Mr T. Moran
Headteacher

