

Dear Head Teacher,

Authorised Absence Request for a Short Break

The Family Holiday Association is a UK-wide charity that provides access to short breaks for families struggling with some of the toughest challenges life can bring.

This family has been referred to us by a professional working with them in a supporting role who feels that a short break away from home would be of great benefit to the family. We have assessed this family's application and are able to offer them a break.

If availability allowed, we will have offered a range of dates and lengths of break. The family's referrer will have chosen one of these, or have one in mind. In order to meet demand, the majority of our breaks are during term time.

The feedback we receive from families and referrers shows that the breaks we provide can make a real difference for the families we support in terms of improved family cohesion, mental health and confidence. Last year 88% of referrers reported an improvement in school attendance after the break for children where this had been an issue.

If you feel unable to grant authorised absence for this family, please contact us at grants@familyholidayassociation.org.uk or by calling 020 3117 0651. Once we hear from you we may be able to offer the family an alternative peak-time break, subject to availability of this limited resource.

We are aware of amendments made to the Education (Pupil Registration) (England) Regulations 2006 which came into force in September 2013 stating head teachers are advised only to authorise a leave of absence in exceptional circumstances.

If you have any queries or would like to discuss this matter further please don't hesitate to get in touch. We can explain more about how we work or put the professional referrer in touch with you directly, to explain in more detail why they made the application. .

Yours faithfully,



John Kinnear
Head of Programmes

Dear Head Teacher,

Request for Authorised Absence

I would like permission for my child / children:

Name: DOB:.....

Name: DOB:.....

Name: DOB:.....

Name: DOB:.....

To have an authorised absence from school for a short break due to exceptional circumstances

Proposed dates of the break:

Please could you let me know if there is any extra work that can be given to make up for the missed lessons.

I would be most grateful for your cooperation in this matter.

Yours faithfully,

..... (Signature of parent)

..... (Printed name of parent)

..... (Date)