**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 – **If a child does not return following the agreed return date, you can remove from roll on the 20th school day from the 1st date of absence, following the Children Missing Education (CME) process.** Where a school can evidence that clear advice has been provided to parents regarding a removal from roll if the pupil fails to return, the school should ensure that they notify the local authority of any resultant removal from roll. It is essential that the parent is given an opportunity to arrange for the child/young person to return to the country and return to school, before the place is lost and allocated to another child. In any case, every school is expected to retain the pupil on roll for a minimum of 20 school days to enable investigations to take place/contact to be made with the family, with a view to the pupil returning to the school, unless a Leaving City Form has been provided.

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