LETTERS, RIGHTS AND COMPLAINTS | ENGLAND

Term-Time Leave Request Letter Pack

Free download · My SEND Friend Shop

An editable request for planned term-time leave in England, with supporting-evidence prompts. The school decides whether to authorise it. Permission is not guaranteed, and unauthorised absence can have consequences under current attendance rules.

Who this is for

Parents in England who need to ask a school to consider authorising a short, planned absence, including where a SEND-related reason may be relevant.

What is inside

- A caution page
- A planning sheet
- A model request

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Schools decide, and rules can be strict

In England, headteachers may grant leave in term time only in exceptional circumstances, and official attendance guidance can change. This pack cannot tell you whether leave will be authorised, and it does not protect you from a penalty notice if leave is unauthorised. Check the school's policy and current DfE guidance. If the reason is SEND-related, explain it factually and attach relevant evidence if you have it.

Do not assume permission
Wait for a written decision before you travel if you can. If the situation is urgent, still put the request in writing and keep a copy.

Child's name and class

Dates of requested leave

Date of request

The reason, in factual terms, and why it cannot reasonably happen in a holiday

Model request

How to use this letter
Replace anything in [square brackets] with your own details. Delete lines that do not apply. Keep the letter factual and in your own words. This is a starting point, not a required form of words, and sending it does not guarantee a particular outcome.

Model wording (adapt this):

Dear [Headteacher],

I am requesting that you consider authorising term-time leave for [child's name], in [class], from [date] to [date], returning to school on [date].

The reason is: [factual explanation]. I understand that leave in term time is granted only in exceptional circumstances and that the decision is yours. I have attached [any relevant evidence].

Please let me know your decision in writing. Yours faithfully, [Name]

Evidence I will attach, if any

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

mysendfriend.co.uk · My SEND Friend Shop · Supporting families together