



# Harrow Way Community School

Learning for life, success for all

Headteacher: Mrs D L German

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Dear Parent

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for authorised absence from school you will need to explain why the circumstances are exceptional, and cannot be taken within the normal 13 weeks holiday your child has from school.

Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be recorded as unauthorised and we will consider legal action.

If you would like to apply for authorised absence please complete this [form](#).

Yours sincerely

Mrs DL German

Headteacher

