

**SPECIMEN TEMPLATE FOR PERSONALISED LEAVE-OF-ABSENCE REQUEST THAT  
COMPLIES WITH EDUCATION MINISTRY CRITERIA**

Head teacher's name  
and address  
written here

We hereby request that your student (name, address, date of birth) be granted leave-of-absence from school to enable him/her to attend the Vacational Studies four-week residential Course at The Mary Hare School, Newbury, Berkshire, England from 7 July to 3 August 2024.

Vacational Studies is a School Accredited by The British Council and is on the UK Government Department for Education and Skills (DfES) Education Providers' Register.

We can confirm that this is not part of a wider family holiday and is for solely educational purposes. Attendance for the duration is important because:-

- Teaching is via Task-Based Learning which is structured over the four week period
- Each small class produces its own video and comprises an internationally-mixed, English-speaking working group.
- The 'Task' for 2024 is the creation of a video. The storyline for the film is created during the first week.
- Acting roles and positions within the film-making crew are decided during the first week.
- Were he/she not to be present for the first week, he/she would be at a disadvantage for the following weeks.

We submit this letter at the behest of (parent's name) and hope this request can be considered.

(Signed) Ian G. Mucklejohn - (Date)