# Appendix 1 – Standard decision Letter template

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| our reference  Our reference  Date 6 February 2023 | | |
| **PRIVATE AND CONFIDENTIAL**  **TO WHOM IT MAY CONCERN** |  | **Early Intervention and Children’s Social Care | Children and Family Services** |
| Civic Centre Floor 2  Glebe Street  Stoke on Trent  ST4 1HH |

Dear parents/carers **(Insert names)**

(Child’s name here)

In relation to the written request for unauthorised absence from school for Child(ren) **(insert name), the following decision has been made:**

**Agreed**

**Not Agreed**

If not agreed, please see the reason below.

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For further information please contact the social worker [insert name] on telephone number [insert telephone number].

The local authority and the carers will comply with current COVID 19 regulations regarding travel.

Yours sincerely

**Vonni Gordon**

**Assistant Director of Children and Family Services**