Dear *(insert name of headteacher),*

I would like to request that *(insert name)* be absent from school from *(insert dates)* for an educational visit to the Centre Algarve in Portugal that offers respite provision for people with disabilities. I do realise that this is during term time and that such leave is normally only granted in exceptional circumstances so I would like to set out why these circumstances are exceptional.

You will be aware that *(insert name)* has special educational needs (and or disability) as follows *(insert details).* These of themselves are exceptional when considering the wider school population in this country.

My family circumstances mean that it is very difficult to find suitable respite places for us to visit as a family when taking into consideration *(insert name)* needs. I hope therefore you will view my request as a reasonable adjustment and will support both *(insert name)* and my family’s welfare.

Centre Algarve offers us the opportunity to enjoy some much-needed respite importantly as a family unit at a reduced financial burden than would normally be the case. In addition it is fully equipped to meet *(insert name)* needs and has an education centre and access to animals so that *he/she* can take part in educational activities which will complement those already offered in school.

*(insert name)* attendance and progress is good and we are happy to undertake some work set by the school during the period of absence. I believe a short break like this will have a positive effect on *his/her* education and development and will at the same time benefit our welfare as a family.

Thank you for your consideration and I look forward to hearing from you.

Yours sincerely,