

**Insert School Address Here**

Date: Wednesday 8th December 2021

To: Celebration 2022

This letter authorises the pupils from this school listed on the attached form to take part in the *Celebration 2022* on (please delete as applicable) Monday 7th/ Tuesday 8th/ Wednesday 9th/ Thursday 10th/ Friday 11th March 2022.

Our school is (please delete as applicable)

* A maintained school
* An academy
* A free school

On that basis, *[for maintained schools]* I confirm that the event is considered an Approved Off-Site Educational School Activity, and that the attendance of the listed pupils is considered a Code B activity.

On that basis *[for academies, free schools,]* I authorise absence from school for the attendance of the listed pupils.

Signed

Headteacher

(Please print name)