Date

Ref:

Dear (head teacher’s name)

**Evidence to support leave of absence for (candidate name) to take (qualification title)**

I am writing to provide formal evidence that (candidate name) has entered for (qualification title) on (date) at (time) . The International Dance Teachers' Association (IDTA) is a well established awarding organisation which is recognised by the qualifications regulators in England, Wales and Northern Ireland. A number of IDTA qualifications are available on the Register of Qualifications <http://register.ofqual.gov.uk/> and those at level 3 in the Qualifications and Credit Framework attract UCAS tariff points.

IDTA endeavours to hold all its examination sessions at times convenient to its candidates but during busy periods this is not always possible and in some exceptional cases examination sessions have to be held during term time. IDTA will always try to ensure that there is a minimum amount of disruption to candidates through the scheduling of examination sessions but will need to take into account the availability of examination venues and examiners at busy times.

I would be grateful if the school could authorise (candidate name’s) absence to take (qualification title) on (date) at (time) as an exceptional circumstance.

Yours