Date

Dear [Group Leader/performance organiser]

**Re: letter of authorisation to perform**

This letter authorises the students you have listed as from this school to take part in the Music for Youth (*please insert event name*).

Our school is (*delete below as applicable*)

* A maintained school
* An academy
* A free school
* An independent school
* Other/outside England
* Other (please specify)

*[for maintained schools]*

On that basis, I confirm that the event is considered an Approved Off Site Educational School Activity, and that the attendance of the listed students is considered a Code B activity.

*[for academies, free schools, independent schools, other]*

On that basis, I authorise absence from school for the attendance of the listed students.

Yours sincerely

Head Teacher