**Example letter from Headteacher unauthorising leave of absence**

**School Logo / Headed Paper**

**IMPORTANT POINTS FOR SCHOOL TO NOTE:**

* All school responses should be sent within 5 working days where the application for leave was received 4 or more weeks ahead of the planned leave. Where less than 4 weeks’ notice of the planned leave has been provided, school responses should be sent within 3 working days. This will provide families with adequate time to reconsider the planned leave, and make alternative arrangements should they wish to avoid penalty notice fines
* Separate letters per parent, per child
* Address which letter sent to must be on the letter
* All letters to be sent via first class Royal Mail to enable proof of good service

Full Name – Title, Full Forename, Surname

Address

Address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**Child’s Full Forename and Surname DOB: Insert Child’s full date of birth**

I refer to your application dated \*\*\*\*\*\*\*\*\*\*\* for leave of absence for \*\*\*\*\*\*\*\*\*\*\* to be absent for \*\*\*\*\*\*\*\*\*\* days. As you are aware, the absence was authorised for the requested period. However, I note that \*\*\*\*\*\*\*\*\*\*\* has failed to return to school on the agreed date.

I must warn you that the additional absences will not be authorised and the Local Authority may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Local Authority will then institute legal proceedings against you in the magistrate’s court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

**Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance *or* been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.**

The matter will also be recorded on your child/ren’s school record.

If you would like to meet with me to discuss this matter and/or you believe there are exceptional circumstances which necessitated the holiday being extended, please contact me to arrange an appointment.

Yours sincerely,

Head Teacher