**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 have noted that \*\*\*\*\*\*\* had \*\*\*\*\*\*\* days absence for the period \*\*\*\*\*\*\* to \*\*\*\*\*\*\*\*. I have checked my records and can find no application form from you regarding this period of absence.

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

If absences are not authorised, and are taken without permission, you may be prosecuted in the Magistrates Court under section 444 of the Education Act 1996 for failing to ensure regular attendance at school.  However, depending upon the circumstances, you may be provided with an opportunity to discharge the offence by paying a penalty notice which imposes a fine of £60 if paid within 21 days, rising to £120 if paid between 22 days and 28 days.  Should you fail to pay within the prescribed timescales, you will be prosecuted for the original offence.

**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.**

As I have not been given a reason for this absence, I have taken the decision to record it as unauthorised leave taken during term time.

Please contact me by \*\*\*\*\*\* to discuss if you believe there are special circumstances that you feel should be taken into consideration before I apply to the Local Authority for the issue of penalty notices in this matter.

Yours sincerely,

Headteacher