**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.

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 Head Teachers granting leave of absence to a pupil except where an application has been made in advance and the Head Teacher considers that there are exceptional circumstances relating to the application. Following due consideration, I am unable to agree to your request as the reason provided is not considered exceptional.

I must warn you that, if you do take your child out of school for this time, the absences will not be authorised and 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.**

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

To clarify, your request for leave has not been granted and therefore your child will be expected to attend school during the period in question. If you wish to meet with me to discuss this matter, please do not hesitate to contact me to arrange an appointment.

Yours sincerely,

Head Teacher