**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 \*\*\*\*\* and that the reason given for the absence is illness. At the time of this absence the school made several unsuccessful attempts to contact you.

Having checked the school records I now have reason to believe that this absence was for the purpose of a holiday that you had earlier requested to be authorised. The records also indicate that you were advised that the absence would be unauthorised in line with the school policy.

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 a holiday is not authorised, and is taken without permission, 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.**

In this case I have taken the decision to record the days in question as unauthorised absence.

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

Yours sincerely,

Head Teacher