



Full Legal Name of Individual Parent/Carer

ADDRESS

Dear Full Legal Name of Individual Parent/Carer

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

I note your application to take out of education for days to go on holiday. Schools are only allowed to agree a leave of absence during term time **in exceptional circumstances**.

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as **unauthorised**.

You, as a parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly. As such, unless your child's attendance improves, you will be referred to the local authority for a Penalty Notice to be issued under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance for lengthy or repeated absence periods. This would include circumstances where a parent/carer has already had two fines for the same child over a 3-year rolling period.

Should your child (Insert name) have any further absence which result in them having 5 days (10 sessions) over a 10-week rolling period, we will request that the local authority issue a penalty notice of up to £160 for each child who is absent. The notice can be issued to both parents/carers for each child whose absence meets the Penalty Notice threshold.

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school; it is the school's decision whether to authorise any absence that is not covered by medical evidence.

Yours sincerely

Mrs Richardson

Head Teacher