



Nottinghamshire County Council



North Wheatley
CofE Primary

NORTH WHEATLEY C OF E PRIMARY

DATE

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.

An unauthorised leave of absence of 5 days/10 sessions (over a 10-week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £160 for each child who is absent. The fines can be issued to both parents for each child.

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

If you do remove from school for the period stated in your application I will request that the local authority issues a penalty notice.

Yours sincerely

Head Teacher