

**YOU ARE RECEIVING THIS LETTER BECAUSE YOU HAVE APPLIED FOR LEAVE OF ABSENCE FOR YOUR CHILD
WHICH HAS NOT BEEN AUTHORISED**

LETTER 4

LEAVE OF ABSENCE – UNAUTHORISED

<<NAMES OF BOTH PARENTS>>

<<DATE>>

<<ADDRESS>>

Dear <<NAMES>>

<<PUPIL NAME>> (<<PUPIL DOB>>)

Thank you for your request of the <<DATE OF APPLICATION>> to take <<CHILD'S NAME>> out of school during term time between the <<DATE>> and <<DATE>>.

You should be aware that as from the 1st September 2013, Headteachers shall not grant a request for a leave of absence unless an application has been made in advance to the school and, when such a request is made any leave can only be authorised if there are exceptional circumstances relating to that application.

After carefully considering your application I have decided not to authorise your request for <<CHILD'S NAME>> to be taken out of school as I am not satisfied that they are exceptional circumstances:-

We do not consider a family holiday to be exceptional circumstances.

<<CHILD'S NAME>> is therefore expected to be in school during these dates and any absence will be considered unauthorised absence. You should be aware that failure to secure your child's regular attendance at school can amount to offence contrary to s444 (1) of the Education Act 1996. In accordance with current guidance, this absence, if taken, will be unauthorised absence and as such is capable of triggering a referral to the Local Authority Education Welfare Team for a Fixed Penalty Notice. Should a referral be made and the Local Authority decide to issue a Fixed Penalty Notice, then you will be required to pay a Fixed Penalty of up to £120, (you should also be aware that a Fixed Penalty Notice can be issued individually to each parent in respect of a child) failure to pay may result in prosecution before your local Magistrates Court.

I have attached a copy of <<CHILD'S NAME'S>> attendance certificate for this academic year for your information.

I hope that this letter explains the reasons for the decision that has been made.

Yours sincerely

Head Teacher