

YOU ARE RECEIVING THIS LETTER BECAUSE YOUR CHILD HAS BEEN ABSENT FROM SCHOOL AND WE ARE SATISFIED THAT YOU HAVE BEEN ON A FAMILY HOLIDAY.

LETTER 5

«addressee»

«address_block»

«date_of_printing»

Dear «addressee»

Child's Name: «forename» «surname»

DOB: «date_of_birth»

Form Group: «reg»

Attendance: «percentage_attendance»%

I am writing with regard to the above named child who was absent from school from <<DATE>> to <<DATE>>.

I am satisfied that you have been on a family holiday - which is deemed to be an unauthorised leave of absence.

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, when such a request is made any leave can only be authorised if there are exceptional circumstances relating to that application.

In this case, no such request for a leave of absence has been made, so there were no exceptional circumstances to consider. As a result, the period of absence referred to above has been recorded as an unauthorised family holiday on the register.

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 period of absence is capable of triggering a referral to the Local Authority Education Welfare Team for a Fixed Penalty Notice.

Based on this absence, an application has been made to the Local Authority Education Welfare Officer requesting a Fixed Penalty Notice. Should this be issued 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.

Should you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

Headteacher