

School Letter Leave Not Agreed (TEMPLATE LETTER)

(Parent/carer(s) name and address)

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from to

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore students will only be given permission to take leave in term time if there are exceptional circumstances.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional. **Therefore, if your child is away from school during this period it will be recorded as Unauthorised Absence.**

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Councils Code of Conduct.

The Penalty Notice fine would be :-

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure your child(ren) are as successful as possible, are able to reach his/her full potential and gains maximum benefits from his/her educational experience.

I would hope that upon reflection you are able to support this decision in line with the Local Authority and Government policy, that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

Yours sincerely

(Name)

Head teacher