**Leave of absence (no request)**

**BUT CONFIRMATION OF HOLIDAY**

Parent(s)/carer(s) full name and address

Date

Dear (Parent(s)/carer(s) full name)

***Re: Child’s full name and date of birth***

I write with regard to the above named child who was absent from school **(insert dates)**.I have tried to contact you with regard to this period of absence and have been unsuccessful.

I am satisfied however 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. 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 £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,then please do not hesitate to contact me.

Yours sincerely

**Leave of absence (no request)**

**BUT NO CONFIRMATION OF HOLIDAY**

Parent(s)/carer(s) full name and address

Date

Dear (Parent(s)/carer(s) full name)

***Re: Child’s full name and date of birth***

I write with regard to the above named child who was absent from school **(insert dates)**.I have tried to contact you with regard to this period of absence and have been unsuccessful.

As a result, the period of absence referred to above has been recorded as an unauthorised absence 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. Should a referral be made, then the Local Authority may decide to monitor your case, should attendance remain a concern then the Local Authority may decide to:

* Issue a Fixed Penalty Notice - you will be required to pay a Fixed Penalty of up £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.
* Issue a prosecution in the local Magistrates Court for failing to secure your child’s regular attendance at school.

Should you wish to discuss this matter further or indeed provide an explanation for this period of absence, then please do not hesitate to contact me.

Yours sincerely