[Parent Name]

[Parent Address]

Date :

Dear Parent Name,

**[Pupil Name] [DOB] – Leave of absence request response**

Thank you for writing to us to let us know you would like to take [Pupil Name] out of school from [Insert date] to [Insert date] to [Insert reason for leave].

Government guidelines prevent Headteachers from granting any leave of absence during term time, unless there are exception circumstances. The reason you have given does not fall into the category of ‘exceptional circumstances’. Therefore, should your child miss school on these dates the absence will be recorded as unauthorised.

I will be referring the matter to the Local Authority for consideration of further action and as such I need to make you aware that the outcome could be a Penalty Notice, payable direct to the Local Authority. The Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt. If the Penalty Notice is not paid within 28 days, the local authority may instigate legal proceedings under section 444(1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

I realise that many parents do not take their children out of school during term time as they recognise the significant impact this can have on their child’s education. We support the government’s stance on trying to reduce the amount of school missed and we hope that you will continue to support us by not planning a leave of absence during term time.

Yours sincerely

Headteacher