



Dear (Both parents should receive individually named letters)

CHILDS NAME / DOB

Thank you for your leave of absence request informing us that **CHILD** will be absent from school from **ABSENCE DATES**.

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 or in line with school policy. **Therefore, your child's absence from school during this period has been recorded as Unauthorised Absence and will be recorded in the attendance register with the "G" code.**

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 and the "Working Together to Improve School attendance" statutory guidance (effective 19 August 2024). The penalties for unauthorised leave of absence in term time will be:

For a **First** offence the Penalty Notice fine would be: -

- £80 per parent, per child if paid within 21 days, rising to
- £160 per parent, per child if paid between 21-28 days.

For a **Second** offence within 3-years of the first penalty notice being issued, the penalty notice fine would be:

- £160 per parent, per child if paid between 28 days.

Following the second offence **every new offence within the 3-year period, will 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 that your child is as successful as possible and can achieve there full potential.

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 planned for the 13 weeks school holidays except in exceptional circumstances.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Adams' with a stylized flourish at the end.

Mrs K Adams
Principal