Letter 4

Leave of Absence not authorised – Penalty Notice

[Insert school name, address and logo]

[Insert parent name and address] [Insert date]

Dear [Insert parent(s)/carer(s) name] (each parent should have their own letter)

**Re: Penalty Notice for Leave of Absence**

It has come to my attention that [insert child’s name] has taken [insert number of days] leave in order to go on a Leave of Absence in term time from [insert date] to [insert date]. This leave of absence was not authorised by the school.

From September 2022 the government’s Guidance for maintained schools, academies and independent schools, make it clear that schools are no longer allowed to authorise leave of absence taken in term time, apart from where there are exceptional circumstances.

The school’s attendance policy makes it clear that parents must seek permission in writing from the Headteacher in advance should they wish to take students out of school for a leave of absence and that if a leave of absence is taken in term time which has not been authorised, a Penalty Notice will be issued.

As you did not request permission for this leave/Although you requested permission for this leave it was not granted *[delete as appropriate],* therefore the school will request a Penalty Notice to be issued against you. You will receive notification from Coventry City Council in due course.

The Penalty Notice will be issued to each parent of each child. Each Penalty Notice will be £80 if it is paid within 21 days. It will increase to £160 if paid after 21 days but within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child’s regular attendance at school

Yours sincerely

[insert name of the Headteacher]

4