**Letter 2**

**Term time Leave of Absence request not authorised**

[Insert school name, address and logo]

[Insert parent name and address]

[Insert date]

Dear [Insert parent(s)/carer(s) name]

**Re: Term time leave of absence request for** [Insert child’s full name, date of birth, year group] at [insert school name].

Following your recent request for [insert child’s name] to be allowed a leave of absence in term time, I regret that, I am unable to authorise this absence.

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.

Should you however choose to take the leave of absence, the school’s attendance policy makes it clear that if a leave of absence is taken in term time which has not been authorised, a Penalty Notice will be issued.

The Penalty Notice is for £160 per parent, per child if paid 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]

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