Date

Parent Name & Home Address

Dear

**LEAVE OF ABSENCE UNAUTHORISED - PENALTY NOTICE WARNING**

Child X – dob xx/xx/xxxx

I note your application to take ……………………… out of education from ………………… to ……………… for a total of …………… days to go on holiday. School are only allowed to agree a leave of absence during term time in exceptional circumstances.

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been **declined**. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) can lead to you being issued with a penalty notice fine of £120 (per child absent/per parent). If the penalty is paid within 21 days on which the notice start the sum is reduced to £60. (Penalty Notices are issued and payable to the Local Authority).

Please note you may receive more than one penalty notice. Penalty notices are issued per child per parent by the Local Education Authority.

If you do remove ………………………… from school for the period stated in your application this may lead to the Local Education Authority issuing a penalty notice.

Yours sincerely

Janette Allen

Head Teacher