Date

Parent Name & Home Address

Dear

**PENALTY NOTICE REFERRAL**

Child X – dob xx/xx/xxxx

On (x date) we wrote to you to inform you that Gotham Primary School would not authorise …………………… (child name) absence from school for (x days (holiday). We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Education Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely

Janette Allen

Head Teacher

**Enc. Pupil Registration Certificate**