



Head Teacher Janette Allen
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Date

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.

Unauthorised absences may lead to a Penalty Notice Fee or even being prosecuted in court.
If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under sec on 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.

- Therefore, your child's irregular attendance could result in one of the following actions:**
- a. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution**
 - b. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment**

**The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.
Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.**

All letters regarding attendance irregularities will be sent to the legal parents of the child, irrespective of whether they are married or not, living together or not, or if they have contact with the child and/or parental responsibility.

Nottinghamshire County Council will not issue more than two penalty notices per child in any 12-month period. Where further absences occur, or where Nottinghamshire County Council deems it appropriate enforcement action may proceed directly to prosecution

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