



# King Edwin Primary School

South Avenue, Amble, Northumberland,  
NE65 0ND Tel: 01665 710388

Headteacher: Lizzie Jackson Deputy Headteacher: Dawn Hunter



**YOU ARE RECEIVING THIS LETTER BECAUSE YOUR CHILD HAS BEEN ABSENT FROM SCHOOL AND WE ARE SATISFIED THAT YOU HAVE BEEN ON A FAMILY HOLIDAY.**

## LETTER 5

«addressee»

«address\_block»

«date\_of\_printing»

Dear «addressee»

Child's Name: «forename» «surname»

DOB: «date\_of\_birth»

Form Group: «reg»

Attendance: «percentage\_attendance»%

I am writing with regard to the above named child who was absent from school from <<DATE>> to <<DATE>>.

I am satisfied that you have been on a family holiday - which is deemed to be an unauthorised leave of absence.

You should be aware that as from the 1st September 2013, Headteachers **shall not** grant a request for a leave of absence **unless** an application has been made in advance to the school, when such a request is made any leave can only be authorised if there are exceptional circumstances relating to that application.

In this case, no such request for a leave of absence has been made, so there were no exceptional circumstances to consider. As a result, the period of absence referred to above has been recorded as an unauthorised family holiday on the register.

You should be aware that failure to secure your child's regular attendance at school can amount to offence contrary to s444 (1) of the Education Act 1996. In accordance with current guidance, this absence, if taken, will be unauthorised absence and as such is capable of triggering a referral to the Local Authority Education Welfare Team for a Fixed Penalty Notice. Should a referral be made and the Local Authority decide to issue a Fixed Penalty Notice, then you will be required to pay:

For a first offence, the Penalty Notice will be £80 per parent per child if paid within 21 days rising to £160 if paid after the 21 days - it must be paid within 28 days.

For a second offence, the amount is £160 per parent per child to be paid within 28 days.

Please note that a third penalty notice **cannot** be issued to the same parent for the same child within three years of the date of issue of the first. Prosecution / other interventions will be considered. Should a Penalty Notice remain unpaid and it is not withdrawn then a prosecution for the substantive offence of failing to secure the regular attendance of a child of compulsory school age at school will be considered.

Should you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

Headteacher