



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 YOU HAVE APPLIED FOR LEAVE OF ABSENCE FOR YOUR CHILD
WHICH HAS NOT BEEN AUTHORISED**

Letter 4

LEAVE OF ABSENCE - UNAUTHORISED

Dear

Thank you for your request of **(date)** to take **(name of child)** out of school during term time between **(date)** and **(date)** (return to school date).

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 and, when such a request is made any leave can only be authorised if there are exceptional circumstances relating to that application.

After carefully considering your application I have decided not to authorise your request for **(name of child)** to be taken out of school as I am not satisfied that they are exceptional circumstances:-

- We do not consider a holiday to be exceptional circumstances.
- You did not follow our leave of absence policy which requires a minimum 2 weeks notice

(Name of child) is therefore expected to be in school during these dates and any absence will be considered unauthorised absence.

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 Should a Penalty Notice remain unpaid and it is not withdrawn then a prosecution for the substantive offence of failing to secure the regular attendance of a child of compulsory school age at school will be considered.

I have attached a copy of **(name of child)** attendance for this academic year for your information.

I hope that this letter explains the reasons for the decision that has been made.

Yours sincerely,

Head Teacher