



Care Believe Achieve
Live life in all its fullness
John 10:10

Lanercost C.E. Primary School
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Headteacher - Mrs A.H Wilkinson



Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

Unauthorised Holiday/Leave Request

As you will be aware, Government Guidance advises that schools should not authorise requests for term time absence unless the school has received suitable evidence of exceptional circumstances. The Government does not consider a family holiday to be an exceptional circumstance.

In the absence of suitable evidence of exceptional circumstances, on this occasion the school cannot authorise your request for a term time absence. We believe that if children are to benefit from education, good attendance is crucial. It is the policy of our school to celebrate achievement and full attendance is a critical factor to a productive and successful school career.

I must take this opportunity to remind you, that should you still choose to take your child out of school unauthorised, then the school must inform the absence to the Local Authority Attendance Team. If you have parental responsibility, this could mean receiving any of the following:

- A penalty notice - The first penalty notice issued to a parent regarding a particular child will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same child is charged at a flat rate of £160 if paid within 28 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated
- If a previous penalty notice has been issued, the Local Authority may decide to proceed directly to prosecution.

We understand the disappointment that this refusal may cause but as you can appreciate this policy represents the school's responsibility and commitment towards ensuring your child's full and efficient education.

Yours sincerely,

Headteacher