

Date:
My Ref:

Contact: Head's Name
Telephone:

Parent Name
Parent Address
(One letter to each parent, even if at same address)

Dear

**WARNING of Penalty Notice for your child's unauthorised absence from school
because of a term time holiday - Education Act 1996**

I am writing regarding (Child's Name)'s unauthorised absence from school - xx/xx/xx to xx/xx/xx – because of a term time holiday.

Our (*or school's name*) school's policy is not to authorise holidays in term time, unless there are exceptional reasons. Please see the North Somerset leaflet enclosed for examples. This leaflet also details some of the consequences of a child's absence from school.

Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children with unauthorised absences from school.

The fines are issued to each parent, for each child, and are:

- ° £60 if paid within 21 days, rising to
- ° £120 if paid between 21 and 28 days.

Only in very limited circumstances can a Penalty Notice, once issued, be withdrawn.

Failure to pay the fine will result in a prosecution in the Magistrates' Court under Section 444(1) of the Education Act 1996.

Although we have not authorised your child's absence, on this occasion **we are / we are not** recommending to the Local Authority that a Penalty Notice be issued for the absence.

(If the school are not issuing a notice)

However, should (Child's Name) have further unauthorised absence from school, the Local Authority may issue a Penalty Notice to you without further warning.

You will not be at risk of receiving a Penalty Notice if (child name) has no further unauthorised absence from school.

If you wish to discuss my letter, please contact me.

Yours sincerely

Headteacher