



Archbishop of York's Church of England Junior School

Executive Headteacher: Kerry Davies

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Name  
Address

Date:

Dear ( insert full name of parent/carer(s) )

**Refusal for exceptional leave in term-time.**

Thank you for your Request for Leave of Absence requesting [Child's Name] absence from [Date] to [Date] due to a family holiday or family event.

I have carefully considered your request for leave in term-time and on this occasion, however, I am not able to authorise this holiday. Our attendance policy clearly states that holidays during term time will not be authorised.

Should you choose to take the leave of absence in term time it will be recorded on [Child's Name] registration certificate as unauthorised and I will consult with the Local Authority.

As the unauthorised leave does not amount to 10 sessions or more a Penalty Notice may not be made at this time. However, please note, that if any further leave of absence is taken without the agreement of the school this could result in a Penalty Notice being issued.

The Local Authority can issue you with a fixed penalty notice under Section 444(1a) of the Education Act 1996. Any parents issued with such a notice will be subject to a prompt fine of either £60 per parent per child (if paid within 21 days) or £120 (if paid after the 21st day but within 28 days). Failure to pay the Fixed Penalty Notice is likely to lead to prosecution. If convicted you can be fined up to a maximum of £2500 per parent and/or receive a custodial sentence of up to 3 Months

A copy of this letter will be placed on your child(ren)'s school file.

Yours sincerely

Kerry Davies  
Executive Headteacher

Through AYJS PRIDE, we nurture each individual to flourish, achieve and live out Christian values.

| POSITIVE | RESPECTFUL | INCLUSIVE | DETERMINED | ENGAGED |

