



Appendix 3 – Unauthorised absence less than 10 days

Name

Address

Date

Dear

Refusal for exceptional leave in term-time.

Thank you for your Request for Leave of Absence requesting absence on due to a family holiday.

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 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.

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. This cost is per child, and so will be charged for each child involved in an unauthorised absence. If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you are prosecuted and attend court because your child has not been attending school, you could be fined up to £2,500.

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

Yours sincerely

Kerry Davies
Executive Headteacher

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