



Archbishop of York's C of E Junior School,
Copmanthorpe Lane, Bishopthorpe,
York, YO23 2QT
01904 551630
ayjs@york.gov.uk
www.avis.co.uk

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.

The Local Authority will 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 £80 per parent per child (if paid within 21 days) or £160 (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

