**\* Information you may wish to use in a letter to parents if you believe they have taken their children on holiday during term time which may have been reported as sickness**

**Please always write to all parents/carers**

Dear

We/I believe *(always state why you believe this)* that your child has been taken on holiday during term time, between **DATE** and **DATE** which was not requested and has not been authorised. This absence will be recorded as code G, which is an unauthorised mark, unless you are able to provide us with evidence that your child was absent for another reason within the next 10 days.

Where a child has 10 unauthorised sessions within 100 school sessions a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence of failing to secure your child’s regular attendance at school. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of e Penalty Notice it will be £60 per parent, per child. If you pay the penalty within the time limits, no further action will be taken against you in connection with the offence as set out in the notice, i.e. your liability for the offence will be discharged.