**\*Holiday request – Refusal letter**

**PLEASE ALWAYS WRITE TO ALL PARENTS/CARERS/STEP PARENTS**

Dear «Name»

**Request for leave during Term-Time**

**«Child's Name»**

I have received your request to take «Name» out of school between «Date» and «Date», a total of «Number» school sessions.

From September 2013 the Department for Education amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher’s ability to authorise leave of absence, except in exceptional circumstances.

The School’s Attendance Policy confirms that:

* agreement to each request is at my discretion, acting on behalf of the Governing Body
* each case will be judged on its merits
* my decision is final
* leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «Name» out of school I may make a request for a Penalty Notice to be issued.

**Or**

You failed to apply in advance for permission for «Name» to be absent from school. As stated above, I am unable to authorise leave retrospectively and I may be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Head Teacher