**\*Information you may wish to use in a letter to parents if you believe they have taken their children on holiday during term time but haven’t requested it**

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

Dear

You failed to apply in advance for permission for «Name» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher’s ability to authorise leave of absence, except in exceptional circumstances. *(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)*

Requests for a family holiday in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in “exceptional circumstances”.

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within 100 school session a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for 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 the 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 i.e. your liability for the offence will be discharged.