**Example Letter – Suspected Term Time Leave**

Date

Name and Address of parent

Dear Parent

**Re: Child Name:** xxx **DOB:** xxx **School:** xxx

I am writing about «forename»’s absence from school from <<date>> to <<date>>.

From information received from other sources we believe that this was due to term time leave. You have not followed the correct procedure for requesting leave of absence during term time.

We would be grateful if you could confirm the reason for the absence within 7 days of the date of this letter so this period can be recorded appropriately on the attendance register. However, if the absence was not due to exceptional circumstances but due to illness, please provide medical information to support this.

If we do not hear from you within the next 7 days, «forename»’s absence will be recorded as ‘G’ denoting an unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days.** **If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160**. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

Yours sincerely

Attendance Officer / Head of Year / Head teacher or other relevant Pastoral Personnel