**Example letter advising parent that school have requested Penalty Notice to be issued for leave of absence in term time.**

Our Ref:

Full Legal Name of Individual Parent/Carer

XX Meadow Lane

Nottingham

NG7 5HP

Dear Full Legal Name of Individual Parent/Carer

**Child X (dob XX/XX/XXXX)**

On (Date) we wrote to you to explain that the ………Academy would not authorise……………(child name) absence from school for ………. days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods. This would include circumstances where a parent/carer has already had two fines for (child’s name) over a 3-year rolling period.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely

Mr xxxxxxxxx

Assistant Principal