**Example letter advising parent that school have requested Penalty Notice to be issued for unauthorised absence**

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)**

Further to our letter dated (Insert Date) notifying you that your child had incurred unauthorised absence from school and that any further absence may result in a request to the Local authority to issue a Penalty Notice fine.

We are now writing to advise you that because your child (insert name) has had unauthorised absences of 5 days over a 10-week period a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

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

Yours sincerely

Mr xxxxxxxxx

Assistant Principal