**Example letter advising parent that school suspect an unauthorised leave of 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)**

Between (date) and (date) your child was absent from school. We suspect this was for the purpose of a holiday in term time. This absence has resulted in your child having 5 days / 10 sessions of unauthorised absence over a 10 school week period.

Please contact the school by (date) to provide evidence this was not the case. If reasonable proof is not provided a request will be made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Yours sincerely

Mr xxxxxxxxx

Assistant Principal