



Dear (Both parents should receive individually named letters)

CHILDS NAME / DOB

We have reason to believe that **CHILDS NAME** absences during **DATES** were due to unrequested leave. The reason for this is because: (select which is appropriate or enter your own)

- School CALLED & RECEIVED A FOREIGN DIAL TONE,
- School CALLED YOU & YOU INFORMED US YOU WERE ON HOLIDAY,
- CHILD TOLD TEACHER,
- HOME VISITS COMPLETED NO ANSWER

As a school we want to make every effort to establish the reason for a pupil's absence. Where no reason for absence is provided within 5 school days or the school is not satisfied that the reason given is legitimate the school is required to amend the pupil's attendance to be recorded as unauthorised.

We understand that you may wish to offer an alternative explanation for your child's absence. We will, therefore, allow you 5 school days from the date of this letter to provide evidence to us that supports a legitimate reason for the absence. **If we do not receive appropriate evidence, by this time, then we will continue to code your child's absence as an unauthorised.**

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Councils Code of Conduct and the "Working Together to Improve School attendance" statutory guidance (effective 19 August 2024). The penalties for unauthorised leave of absence in term time will be:

For a **First** offence the Penalty Notice fine would be:-

- £80 per parent, per child if paid within 21 days, rising to
- £160 per parent, per child if paid between 21-28 days.

For a **Second** offence within 3-years of the first penalty notice being issued, the penalty notice fine would be:

- £160 per parent, per child if paid between 28 days

Following the second offence **every new offence within the 3-year period, will be prosecuted** under S444.1 of the Education Act 1996. I must advise you that if the prosecution takes place, the maximum fine is **£1,000 per parent, per child**. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure that your child is as successful as possible and can achieve his full potential.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Adams' with a stylized flourish at the end.

Mrs K Adams
Principal