

**Appendix 5 – Parent stating child is sick, school have reasons to believe child is on holiday**

ADDRESS

DATE

Dear

On XXXX we attempted to phone you and sent a text message to you enquiring about XXXX being off school. You replied to say that XXXX is absent due to illness.

On XXXX we attempted to phone you to see when XXXX will be returning to school, there was no answer however there was a international dialling tone. We left a message asking you to contact us.

On XXXX we made a home visit to your property, no one was present at the house and a note was posted requesting you contact us urgently. As of the date of this letter you have failed to do so.

Given the information gathered to date as above we have reason to believe that you have taken XXXX out of school for a holiday during term time. You will be required to provide information to prove otherwise. If you do not provide information as requested, then a Penalty Notice fine may be issued to you by Salford City Council.

**The Penalty Notice fine is £60.00, if you fail to pay the fine within 21 calendar days of issue of penalty, it will be increased to £120.00. If the penalty is still not paid within 28 days you will be prosecuted under Section 444(1) of the Education Act 1996.** You will be prosecuted for failing to ensure that your child[ren] attend[s] school on a regular basis, i.e. not for the non payment of the penalty.

Also where there are two parents who both have responsibility of their child(ren), you will receive a Penalty Notice fine each, per child.

If you disagree with this information then please contact the school immediately.

Yours sincerely

HEAD TEACHER