

Appendix 2 – Example of a holiday refusal letter

ADDRESS

DATE

Dear

I received your letter/Holiday Request Form on XXXXX to authorise a Leave of Absence for XXXXX from XXX to XXX.

In September 2013 the Government amended the policy surrounding holidays being taken during term time. We take attendance very seriously because there is clear evidence that any absence from school can and does impact on children's attainment. The second most common reason for absence from school is for a family holiday, the Government agreed that this needed to be addressed. Head teachers may not grant any leave of absence during term time.

If you should take leave of absence on the above dates the absences will be marked as unauthorised in the register. Therefore, a Penalty Notice fine may be issued to you by Salford City Council on your return.

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.

Yours sincerely

HEAD TEACHER