

Appendix 4 – Example letter where there has been no request for a holiday

ADDRESS

DATE

Dear

On XXXX XXXX failed to arrive in school, we made attempts to contact you on the following telephone number XXXX however there was an international dialling tone and no answer. We left you a message asking you to return our call but to date we have not heard back from you. Information received in school would indicate you are on holiday.

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.

We have received no leave of absence request from you and we have reason to believe that XXXX has been on holiday. 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