



Headteacher: Mrs Lindsay Robertson BA (Hons) NPQH

Date:

Dear Parent / Carers,

Re: Request for leave of absence during term time

As we have previously made you aware, amendments to attendance regulations make it clear that headteacher's may not grant any leave of absence during term time unless there are exceptional circumstances and that headteachers should determine the number of days a child can be away from school if the leave is granted.

I have considered your recent request for a leave of absence during term time and I feel it does not meet the criteria for the following reason –

- Not considered to be exceptional circumstances.

I am therefore unable to authorise the absence in this instance.

Our school attendance policy clearly states that should a leave of absence be taken without prior authorisation, a Penalty Notice may be issued by the Local Authority.

The Penalty Notice is a fine of £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days (this only applies to children over the age of 5 years old).

Failure to pay the Penalty Notice could result in the Local Authority starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

Yours sincerely,

Mrs Lindsay Robertson

GREEN
Pupils with attendance from 96% to 100%
AMBER
Pupils with attendance from 90% to 95.9%
RED
Pupils with attendance below 90%

Redcar Road, Sunderland, Tyne & Wear SR5 5AU Tel: 0191 549 1509 Email: office@wwprimary.org.uk
www.willowwoodprimary.org.uk

