Ref: ATT/LTUL/Initial/Date

***<Date >***

**<Address>**

**<Address>**

**<Address>**

**<Address>**

Dear ***<Name of Parent>***

Thank you for providing more information on the reasons for ***<Name of Pupil>’s*** recent absence from **<Name of School/Academy>.**

On this occasion I am not able to authorise ***<Name of Pupil>***’s leave of absence from ***<Date >***to ***<Date >***, for the purpose of **<insert reason>**.

I have no wish to deprive families of an extended period of leave away from **<Name of School/Academy>,** but my first concern has to be the educational development of ***<Name of Pupil>***. Requests for leave during term time are never taken lightly and in taking this decision I have considered the social, emotional and cultural reasons for the leave, whether the leave is exceptional, as well as ***<Name of Pupil>***’soverall level of attendance, academic attainment and the impact any leave may have on your child’s learning during their time away.

***<Name of Pupil>***’sabsences have now been marked as unauthorised. As I previously informed you, unauthorised absences are referred to Bradford Council who will issue you with a Penalty Notice in accordance with the Penalty Notice Code of Conduct. A Penalty Notice is a £160 fine issued to each parent of each child, but a discounted rate of £80 applies if the fine is paid within 21 days. If a penalty notice is issued due a second period of absence, there is no discounted rate, and £160 must be paid within 28 days.

In instances where the period of absence exceeds 20 school days, or if your child has already taken more than one leave of absence, Bradford Council may also pursue other legal options, such as a criminal prosecution at the Magistrates’ Court.

If you wish to discuss this matter further, please make an appointment to see me.

Yours sincerely,

Xxxx

Headteacher/Attendance Lead

Xxxx School/Academy