Ref: ATT/LTUL/Initial/Date

***<Date >***

**<Address>**

**<Address>**

**<Address>**

**<Address>**

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

We have become aware that **<*Name of Pupil>*** has been absent from ***<Name of School/Academy>*** from ***<Date >***to ***<Date >*** for the purpose of taking leave during term time***.*** We have attempted to contact you on several occasions, but unfortunately, we have not been able to get in touch with you. Details of our attempts to contact you are listed below:

|  |  |
| --- | --- |
| Method Attempted: | Date(s) Attempted |
| Phone Call to all telephone numbers listed |  |
| Email to all email addresses listed |  |
| Home Visit to Home Address |  |
| Letter to Home Address |  |

As the school is unaware of any exceptional circumstances for this absence, on this occasion I am not able to authorise ***<Name of Pupil>***’s absences during this time.

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, but because you have not told us about the reasons for **<*Name of Pupil>’s*** absence, I am unable to consider the social, emotional and cultural reasons for the leave, and whether the leave could be considered exceptional.

***<Name of Pupil>***’sabsences have now been marked as unauthorised. I should warn you that 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