



## Barby C of E Primary School

### Response to Parents applying for leave of absence for holiday in term time

Dear [ name of parent/carer],

I acknowledge receipt of your application for leave of absence during term time to enable [ name of child ] to go on holiday.

As will have been evident to you from the application form you have submitted, absence for family holidays will not be authorised. Accordingly, please note that this application is not authorised and, that being so, I will expect [ name of child ] to attend school on the days in question.

May I remind you that you can only allow your child to miss school if either:

- Your child is too ill to attend; or
- You have received advance permission from me.

Please note that legal action to enforce school attendance can be taken if your child is missing school without a good reason. That legal action can include:

#### 1. A Parenting Order

This means you have to go to parenting classes. You will also have to do what the court says to improve your child's school attendance.

#### 2. An Education Supervision Order

A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

#### 3. A Fine

The local council can impose a fine of £60 per parent, per child which rises to £120 if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

#### 4. Prosecution

You could receive a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.



## **Barby C of E Primary School**

For further information regarding school attendance and absence I refer you to the School's website and Government guidance available by following the link <https://www.gov.uk/school-attendance-absence>;

Yours sincerely,

Sally Beaton

Headteacher