

Date

Leave request for: **Student name TG**

During the period _____ to _____

Dear

Further to your request to take your child on holiday during term time, I would like to re-iterate that the academy is unable to authorise this request.

In partnership with **local authority name**, **School name** is implementing the Penalty Notice Scheme as required under statutory guidance issued by the Department for Education (DfE, 2013) in order to improve attendance and punctuality.

Should you still decide to take your child on leave during the term time period, a Penalty Notice may be issued by the Local Authority.

Penalty Notices apply on an individual child per parent basis. Therefore, a parent with 2 children who meet the criteria may receive 2 Penalty Notices. In a family with 2 parents/carers with two children who meet the criteria, each parent/carer may receive 2 Penalty Notices – meaning that a total of 4 Penalty Notices may be received.

Please see attached leaflet on the penalty notice scheme.

Yours sincerely

Mrs X
Executive Principal