

SAMPLE LETTER 2: For holidays during term time

Dear

FIXED PENALTY FORMAL WARNING

NAME OF CHILD/YOUNG PERSON:

DATE OF BIRTH:

PUPIL REGISTERED AT:

This letter is a **Fixed Penalty Formal Warning** and is being sent to you because you have requested a period of absence from school for your child during term time.

The period you have requested from (date) to (date) , is not deemed to be exceptional circumstances and therefore will be coded as unauthorised absence. If you choose to ignore this warning, a Fixed Penalty Notice will be issued for the above period of absence.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Should you wish to discuss this matter further, please contact the school on the above contact details.

Yours sincerely