**Exceptional leave- letter** **template**

**(Please note this letter must be either posted out to both parents, or given in person and not be given to the child to pass on)**

Name & address of parents

Date

Exceptional Leave in Term Time

Dear

Pupil name:

Dates of leave:

Further to your application for exceptional leave during term time, I write to inform you that I will not be authorising this absence. In line with the Department for Education and Hillingdon Council guidelines, I am keen to optimise the learning opportunities for your child. There are 175 days per year allocated for school holiday & family activities.

It is my duty to draw your attention to **(school name)** Attendance Policy that specifies our position on Exceptional Leave during term time. In the disappointing event that you elect to pursue your travel plans, I will have no alternative but to refer this matter to the Attendance Support Officer for our school.

The Attendance Support Team at Hillingdon Council may issue a Penalty Notice for unauthorised absence.  This is a fine of £120 per parent per child payable within 28 days. If paid within 21 days it is reduced to £60 per parent per child. If the fine is not paid by the 28th day you may be summoned to court.

A penalty notice will only be issued in the first instance. Therefore, if you have been issued with a Penalty Notice previously or you choose to take further exceptional leave during term time, the matter may be progressed straight to Uxbridge Magistrate Court.

Yours sincerely

Head Teacher