



Carter's Charity Primary School

Pilling Lane, Preesall, Poulton-Le-Fylde, Lancashire FY6 0HH

Tel: (01253) 810236

e-mail: head@carters.lancs.sch.uk

web-site: www.carters.lancs.sch.uk

Headteacher: Mr Brendan Hassett

Wednesday, 28 August 2024

Dear XX

Thank you for your request for leave of absence for XX for X school days from XX/XX/XXXX, with a return to school on XX/XX/XXXX.

We are unable to authorise your request for leave.

We also need to inform you that, should you still choose to take your child out of school, as per the statutory guidance from the Government, we must request that the Local Authority consider issuing you with a penalty notice. The Local Authority may decide to either issue a penalty notice or prosecute you.

Penalty notices are currently charged at £160 per parent, per child. Failure to pay a penalty notice can result in prosecution and a criminal record.

From August 2024, if you have previously received two penalty notices for the same offence within a rolling 3-year period, the Local Authority cannot by law issue a further penalty notice and will therefore consider prosecution.

Prosecution will also be considered for unauthorised leave of 15 school days or more as this is deemed an excessive amount of time out of school. If the leave is reduced to less than 15 school days, the local authority may consider a penalty notice instead (provided you haven't previously received penalty notices as above).

You should also be aware that absence from school means that your child will miss valuable lesson time and that this will impact on their progress within school.

I therefore ask that you reconsider your plans and take leave during the school holiday pattern, meaning that your child's education will not be interrupted, and you will avoid legal action.

Yours Sincerely

Headteacher