



Gurney Road
Balby
Doncaster DN4 8LA

T: **01302 853289**
E: admin@woodfield.doncaster.sch.uk
W: www.woodfieldprimaryschool.co.uk

Helen Harrison Head Teacher

Date

Parents Name & Address

Dear

It has come to my attention that during the following dates; from until , childs name was absent from school.

I have to inform you that I have declined to authorise this period of absence as it does not fall within exceptional criteria.

The 2 exceptional circumstances are:

1. Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in school Holidays. This must be evidenced by production of the policy document of the organisation.
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad.

This means that any absence taken in relation to this request will be classed as unauthorised and recorded as such. You may also be issued with a Fixed Penalty Notice.

Please be aware in line with Section 23 of the Anti-Social Behaviour Act 2003 BOTH parents are at risk of receiving a Fixed Penalty Notice for EACH child of the family with a period of unauthorised absence from school.

If a Fixed Penalty Notice is issued the penalty is £60 per Parent per Child when the payment is made within 21 days. If payment is not made within this timescale the penalty amount will double to £120 per Parent per Child made within 28 days.



Gurney Road
Balby
Doncaster DN4 8LA

T: **01302 853289**
E: admin@woodfield.doncaster.sch.uk
W: www.woodfieldprimaryschool.co.uk

Helen Harrison Head Teacher

Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court you may receive a Fine of up to £1000.

For your information, I enclose a copy of the Local Authority's 'Information for Parents about Fixed Penalty Notices and I would advise you to read this information very carefully.

Should you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely,

Mrs Helen Harrison

Headteacher

