Date

Address

Dear M

**School Attendance: Education Act 1996/Section 23 Anti Social Behaviour Act & Section 16 Crime and Disorder Act**

Student: Date of birth:

I am writing to inform you that due to ’s unauthorised absence a total of ??unauthorised absences were accrued. As a result of this a referral has been made to the Pupil Entitlement Team for consideration of a Fixed Penalty Notice in accordance with the current guidelines.

A Fixed Penalty Notice is £120 and is issued to each parent taking the child on holiday/out of school and should be paid within 28 days. If payment is made within 21 days the charge is reduced to £60.

Should the fine remain unpaid at the end of this period of time you may be prosecuted for failing to ensure regular and punctual school attendance of your children. This is a criminal offence under Section 444 of the Education Act 1996 and carries a maximum fine of £1,000 per parent.

Yours sincerely

*J Murray Brown*

Janet Murray Brown

Assistant Headteacher