PRIORSLEE ACADEMY

Head of School: Mrs J Cooper

Priorslee Avenue, Priorslee, Telford TF2 9RS
Telephone: 01952 387927
School Business Manager: Miss J Hart
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Executive Principal: Mr S Tilley

(Parents name and address)

Date

Dear (Parents name)

(Child's Name and Date of Birth)

Thank you for your letter dated ……… requesting permission for ……..(pupil's name) to be absent from school for ……..(number of days), (dates).

As you may be aware the government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Having looked at your application, although understanding of your reasons, I do not feel that your request can be supported in this instance. **Therefore, if the absence occurs the dates will be unauthorised.**

As a school we are asked to inform you that, in line with Telford and Wrekin Council Policy, unauthorised absence may be subject to a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings which could ultimately result in a fine of up to £2500 and/or up to three months imprisonment.

Our key priority is to ensure that your child is as successful as possible and is able to achieve their full potential. I would hope that, upon reflection you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

I have attached a copy of (pupil's name) attendance for this academic year.

The Headteacher & Govenors have been fully consulted in relation to this request for leave and fully supports the decision made.

Thank you for your understanding; I hope this letter explains the decision that has been made.

Yours sincerely

Mrs J Cooper
Head of school