LD2

Ref:

# Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re:** **«ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»**

**Yr «YearGroup» at «SchoolName»**

This letter is sent to parents/carers whose child is/has been absent from school due to a possible unauthorised leave of absence.

Although you may have contacted school after the leave commenced to explain the circumstances, or, asked a friend/relative to notify the school, please be aware that the School Attendance (Pupil Registration) (England) Regulations 2024 do not allow for retrospective authorisation of leave.  In addition, if you asked a friend/relative to contact the school on your behalf, their explanation could not be accepted as parents must contact the school directly themselves.

If it was not unauthorised leave but illness which caused your child’s absence you will need to provide medical evidence to the school in order for it to be authorised. This could include:

* Medical appointment card with one appointment entered
* Letter from a professional such as a hospital Consultant or Psychologist
* Evidence of a consultation with NHS 111
* Medication prescribed by a GP
* Copy of prescription
* Print screen of medical notes
* Letters concerning hospital appointments
* Slip with date, pupils name and surgery stamp, signed by Receptionist

**Doctors or GP ‘sick’ notes are not required unless the child has been treated abroad.**

Section 444 of the Education Act 1996 states that:

*‘If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence’.* Unauthorised absence may result in a Penalty Notice being issued or legal action being taken against you.

I would also advise that if your child is still currently absent, you must return the child to school with immediate effect unless you have medical evidence that the child is too ill to attend.

If you haven’t already done so, please contact the school urgently regarding the circumstances of your child’s absence.

Yours sincerely,

Head Teacher