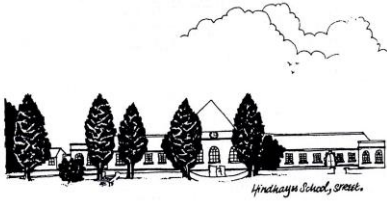


Hindhayes Infant School

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Street
Somerset
BA16 0HB



Tel: 01458 442978

E-mail: office@hindhayes.somerset.sch.uk

Web: www.hindhayes.co.uk

Headteacher: Mrs Kate Nester

29 October 2022

Date printed

Parent address

Parent name

Unauthorised Term-Time Leave Warning of a Fixed Penalty Notice

Child's name

DOB

Your child was absent from school for NUMBER sessions between the dates of STARTDATE and ENDDATE. It has come to our attention that these absences were due to term-time leave being taken.

Our Attendance Policy outlines the expectation that any term-time leave is requested prior to it being taken. As we do not have any record of this leave being requested, these sessions have been marked as unauthorised term-time leave.

In line with our Attendance Policy and Section 444 of the Education Act 1996, a request will be made to the Local Authority to issue you with a Penalty Notice because of these unauthorised absences.

The Local Authority may issue a Penalty Notice to each parent of each child when authorised term-time leave is taken.

Yours sincerely

Kate Nester
Head Teacher