



Hart Plain Avenue, Cowplain,
Waterlooville, Hants. PO8 8SA

Tel: 023 9226 3200

Email: adminoffice@hartplain-jun.hants.sch.uk

Headteacher: Mrs Charlotte Faithfull

Deputy Head: Mrs Sophie Jones

www.hartplain-jun.hants.sch.uk

14/09/2026

Mrs Jane Sample
Sample House
123 Sample Street
Sample District
Sampletown
County Sample
EX1 2PL

Name: Jonathan Sample - DOB: 01/01/2012

Class: 9A

Unauthorised Leave of Absence 26/05/2025 to 04/07/2025

Dear Mrs Sample

As you are aware, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Despite being aware of the consequences for doing so you chose to continue to take Jonathan on leave during term time without authorisation. Unfortunately, as Jonathan has taken an unauthorised leave of absence during term time I am referring the matter to the Local Authority to request a Penalty Notice be issued to you.

The National Framework introduced in August 2024 means only two Penalty Notices can be issued to the same parent/carer in respect of the same child within a 3 year rolling period and any second Penalty Notice within that period is charged at a higher rate:

- The first Penalty Notice issued to a parent/carer in respect of a particular child will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A Second Penalty Notice issued to the same parent/carer in respect of the same child is charged at a flat rate of £160 if paid within 28 days.
- A third Penalty Notice cannot be issued to the same parent/carer in respect of the same child within 3 years of the date of issue of the first. Alternative action, such as prosecution in a Magistrates Court, will be considered instead.

Failure to pay the Penalty Notice could result in the Local Authority starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

Yours sincerely

Charlotte Faithfull - Headteacher

