



Dear parents and carers,

Term dates and Holidays

Please find a copy of our term dates and holidays for this year. For your child to make progress in school it is important that they are in school every day in term time. Any holidays should be booked in school holidays.

Any planned holidays taken in term time will be unauthorised by school and parents will receive a fine. Parents do not have the right to remove their children from school during term time.

Any requests for leave in term time will only be considered if parents make a request to the school on the appropriate form giving exceptional reasons why the application for absence has been requested and provide information to support their application. The definition of 'exceptional' means 'very unusual'. Therefore, a second request for absence based on 'exceptional circumstances' is unlikely to be authorised. The Head teacher will decide whether or not the absence will be authorised. Parents / carers who take their children out of school during term time without authorisation, may be issued with a penalty fine. You can collect the exceptional leave form from the office.

Please remember that there are 170 days of holiday per year and parents are expected to plan any trips abroad during school holidays.

National Penalty Notice Framework 2024		
First Offence	Second Offence	Third Offence (or any further offences within 3 years)
The first penalty notice will be issued at £160 per parent per child and must be paid within 28 days . This will be reduced to £80 if paid within 21 days.	The second penalty notice will be issued at £160 per parent per child and must be paid within 28 days . This will not be reduced.	A penalty notice will not be issued and the case will be considered for potential legal action . This can result in a criminal record and finest of up to £1000 plus costs.

Yours sincerely

Catherine Upton,

Deputy Headteacher

