



St Robert Bellarmine Catholic Primary School

"We are God's work of art"

INFORMATION REGARDING HOLIDAYS IN TERM TIME

February 2026

Dear Parents/Carers

Good attendance and punctuality play a big part in a pupil being successful at school. We aim to provide the opportunity for each child to achieve their full potential and we believe that having a good attendance and punctuality record will enhance your child's future prospects.

In 2013, the government made changes in legislation which no longer allows schools to authorise family holidays during Term Time except for Exceptional Circumstances. Leave of absence taken during a term without the authorisation of the Head teacher may be liable to receive a penalty charge notice.

The Head teacher will only grant leave of absence for exceptional circumstances and a **process** must be followed whereby a Parent/Carer will make a request by completing an Application for Leave of Absence to the Head teacher prior to planning a holiday to notify her/him of the exceptional circumstances. A response will then be submitted to the parents. If permission is not granted then a penalty charge notice may be issued to each Parent/Carer for each child who is absent from school.

We would like to be clear to parents about the process around requests for holidays in term time. Each year a number of families inform school about taking their children out of school for a holiday. It is important that all our families understand that only in the most exceptional circumstances will a holiday be authorised in term time.

In addition, if your child is absent from school due to illness or an absence is requested for any other reason, parents/carers may be asked to provide medical evidence for any future absence.

It is important that all Parents/Carers follow the process of notifying the school if their child/children are absent. This can be done via the Arbor Parent App or telephone. Failure to do so will result in the absence being marked as unauthorised.

If a child accumulates 10 sessions (5 days) unauthorised absence in one term or 18 sessions (9 days) unauthorised absence across two terms, the parent/carers may be issued with a **Warning Letter** to inform them that if their child/children accumulates any further sessions of unauthorised absence within 15 school days, that they may be liable to receive Penalty Charge Notice. (1 session = 1 morning or afternoon).

The payment for a penalty is £80 within 21 days of receipt of the notice. Failure to pay within 21 days will result in the fine increasing to £160 during days 22-28 of receipt of the notice. Non-payment of the penalty may result in prosecution.

We encourage parents/carers to report absence on a daily basis to improve attendance and punctuality.

Yours sincerely

Mrs M O'Neill Dowell