



9th September 2026

Dear Parents/Carers

Re: Holidays During Term Time

As we have now started the new school year, I feel that this is a good time to reflect on what makes a positive difference.

Your child's attendance at school is a key component to their success. Teachers plan sequences of lessons, where what may only seem like a missed day or hour, may mean that your child missed out on key input which in turn impacts their learning for the series of lessons.

Often the number of days that students are absent from school can accumulate without a parent realising how many days are missed.

Key reminders:

- Term time holidays are unable to be authorised.
- Where possible, any appointment should be outside school hours.

Unauthorised holidays in term time

In accordance with the school's attendance policy it is a parent's responsibility to ensure that their children attend school regularly. Unauthorised absences during term could result in the issuing of a penalty notice. Each parent is liable to receive a Penalty Notice for each child. Days do not have to be consecutive. If holidays are taken at different times throughout the school year calendar, or rolling 12 week period and the number of days off total 5 days or more, a penalty notice may be issued.

Appointments during the school day

We would like to emphasise the importance of minimising disruption to the school day to ensure the best possible learning environment for all children. To achieve this, we kindly request that medical, dental and optician appointments be scheduled outside of school hours whenever possible. This will help to reduce the impact on your child's learning. If this is not possible proof of any ongoing medical appointments may be requested. Your support in this matter is greatly appreciated, as it allows us to maintain a focused and productive educational environment.

Holidays are expected to be taken during the 14 weeks school holidays.

As we have previously mentioned in our newsletter, new regulations came into effect from 19th August 2024 which affect penalty notices issued for an unauthorised leave of absence (holidays, long weekends etc.)

The national threshold for when it is appropriate to issue a penalty notice is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks.) The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer term and a further 8 within the Autumn Term).



We would like to make you aware of the following penalty notice information for unauthorised holidays during term time:

1. If a parent/carer has not incurred a penalty notice relating to this child/children in a rolling 3 year period since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against the parent/carer in the Magistrates Court.

2. If a parent/carer has incurred a penalty notice relating to this child/children since 19th August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within

21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings in the Magistrates Court.

3. If a parent/carer has incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then the parent/carer will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under section 444 Education Act 1996.

We thank you for your understanding and support.

Yours sincerely

N Nicholson

Mrs Natalie Nicholson
Safeguarding AHT and
Senior Attendance Champion

A Wells

Mrs Amy Wells
Headteacher

