



Thinking about holidays in term time? Here's what you need to know.

Dear Parent/Carer,

At The Corbet School, we are committed to helping every pupil thrive and make the most of their time with us. Good attendance plays a vital role in pupils learning, wellbeing, and confidence, and we are grateful for the support families give in helping pupils attend regularly and on time.

We understand that family time is important and we encourage families to plan holidays during school breaks. However, holidays taken during term time can interrupt learning and make it harder for pupils to keep up with their work and friendships. Even a short absence can have a noticeable impact.

Under national regulations, schools are not permitted to authorise holidays during term time. We work closely with our local authority partners to monitor whole school and individual pupil attendance on a weekly basis. If a pupil is taken out of school without authorisation, the absence must be recorded as unauthorised. In most cases, this will lead to a **Fixed Penalty Notice (FPN) being issued by the Local Authority**.

Fixed Penalty Notice details:

- £80 per parent, per child if paid within 21 days
- £160 per parent, per child if paid between 22–28 days

Failure to pay may result in prosecution, with fines of up to £2,500 and/or further legal action.

Example:

Two parents/carers with two children would receive a fine of £320 if paid within 21 days, or £640 if paid between 22–28 days.

A second unauthorised holiday results in a higher fine, and a third may lead to legal proceedings. Full details can be found in our Attendance Policy on the school website.

Thank you for your continued partnership in supporting your child's education.

Yours sincerely,

The Corbet School

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