Wallsend Jubilee Primary School
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18th November 2026

Term Time Holidays

Dear Parents and Carers,

I am writing to inform you of a change in the school's approach to term-time holidays, which will come into effect from **January 2027**.

As a school, we are committed to ensuring that every child receives the maximum benefit from their education. Regular attendance is essential for academic progress, wellbeing, social development and maintaining positive relationships within school.

Whilst we understand that family holidays can provide valuable experiences, the Department for Education is clear that holidays should be taken during the school holiday periods wherever possible. The law does not give parents an automatic right to take their child out of school during term time. Headteachers may only grant leave of absence in exceptional circumstances.

This is a decision I have not taken lightly, and has been with the full support of my Governors. My priorities have and will always remain the education and wellbeing of the children. Integral to this is building positive relationships with all families and I understand this will be a decision that some families will find supportive. However, over the last two years the amount of term time holidays has increased dramatically and has continued to increase this term which has contributed to the decision I am making today.

From **1 January 2027**, any unauthorised term-time holiday absence may result in the school requesting that the Local Authority issue a **Penalty Notice** in line with local and national attendance guidance. If you have already booked a holiday after the January start date you can provide school with the evidence of the booking and no fines will be incurred for these holidays

Current DFE guidance for schools

Schools and local authorities must consider a penalty notice when a pupil has **10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period**. A week-long unauthorised holiday would typically meet this threshold

First penalty notice (per parent, per child):

- £80 if paid within 21 days
- £160 if paid within 28 days

Second penalty notice for the same child within 3 years:

- £160 (no reduced-rate option)

Third occurrence within 3 years:

- A further penalty notice cannot normally be issued.
- The local authority may consider prosecution or other legal interventions instead

This means that:

- Requests for holidays during term time will normally be unauthorised unless exceptional circumstances apply.
- Where a child is absent from school due to an unauthorised holiday, the school may refer the matter to the Local Authority for consideration of a Penalty Notice.
- Penalty Notices are issued by the Local Authority, not by the school.
- Failure to pay a Penalty Notice within the required timescale may result in further legal action.

Before booking any holiday during term time, parents and carers should submit a Leave of Absence Request Form to the school and await a decision. These are available on request from the office, or on our website: Wallsend Jubilee Primary School - Letters, forms and information for families.

Please note that the booking of a holiday before approval is received does not guarantee authorisation. As above, requests for holidays during term time will not normally be authorised.

We appreciate that this change may be disappointing for some families. However, we have a responsibility to promote excellent attendance and ensure that all pupils have the best possible opportunity to succeed.

Thank you for your continued support in helping us ensure that every child attends school regularly and achieves their full potential.

If you have any questions regarding this change, please contact the school office.

Yours sincerely,

David Harrison
Headteacher
Wallsend Jubilee Primary School