



The Collective Community Trust

Collaborative, Innovative, Inclusive

Dear Parents and Carers,

We are writing to you to provide an update regarding term time holidays. From September 2026, there will be some changes to penalty notices for term-time holidays. This is in line with the Department for Education's 'improving attendance is everyone's business', which is rooted in the Trust and your child's school working together in partnership with you, your family, your child, and the wider community.

As a Trust, we believe that attendance to school is important for all pupils. This is because every school day counts. Missing lessons can mean that children:

- Miss important learning that cannot always be easily caught up.
- Find it harder to keep pace with their classmates.
- Miss opportunities to develop friendships and take part in wider school life.
- Develop gaps in their knowledge that can affect future progress and confidence.

Even a few days away from school can have a significant impact on a child's education. As part of our on-going commitment in ensuring strong attendance and ensuring every child has the best possible opportunity to succeed, we will now be requesting that Bury Local Authority issue Fixed Penalty Notices (fines) where parents / carers take their child out of school for a holiday during term time without there being exceptional circumstances.

Whilst we understand that family holidays are important, and that travel during school holidays can be more expensive, the law is clear that children are expected to attend school every day unless there is a valid reason for their absence. The Department for Education are clear that Headteachers may not authorise leave of absence during term time unless there are exceptional circumstances. Family holidays, visiting relatives, cheaper holiday prices or birthdays will not normally be considered exceptional circumstances.

Where a holiday is taken during term time without authorisation, the Trust will request that the Local Authority considers issuing a Penalty Notice in line with its statutory policy. Penalty Notices may be issued to each parent who is responsible for the child's attendance. The amount of the fine and the process for payment are determined by national regulations and the Local Authority. Failure to pay a Penalty Notice may result in further legal action.

We value our partnership with families and recognise that there are occasions when exceptional circumstances arise. If you believe this applies to your family, please speak to your child's Headteacher before making any travel arrangements. We appreciate your continued support in helping your child attend school regularly and achieve their very best.

If you have any questions about this change or require further information, please contact the school office at your child's school.

Thank you for your understanding and ongoing support.

Yours faithfully,

KL Macadam

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