

St Michael and St Martin Catholic Primary School

Belgrave Road, Hounslow, Middlesex TW4 7AG

Headteacher : Mrs N Duggan

Deputy Headteacher : Mrs S Bell

Joint Chair of Governors : Mr Remie Antao and Mr Tom White



Learning our faith, Living our faith, Loving our faith

12th January 2026

Dear Parents and Carers,

We are writing to remind all parents and carers of the school's position regarding term-time holidays and to confirm the actions that will be taken in line with London Borough of Hounslow guidance where unauthorised absences occur.

Please note that holidays taken during term time will not be authorised under any circumstances. Any absence taken for the purpose of a holiday will be recorded as unauthorised, regardless of the reason provided.

In accordance with Hounslow Local Authority procedures:

- Where a pupil is absent for five or more school days (10 sessions) due to an unauthorised term-time holiday, the school may request that the Local Authority issue a penalty notice to each parent.
- The penalty notice is £80 per parent, per child if paid within 21 days, increasing to £160 if paid within 28 days.
- Where unauthorised holiday absence continues and parents are identified as repeat offenders, further action may be taken. This may include legal proceedings rather than additional penalty notices.

Parents should also be aware that extended unauthorised absence places a pupil at risk of removal from the school roll. Where a child fails to return to school following an unauthorised absence and the school is unable to establish that the pupil is receiving education elsewhere, the school may be required to remove the pupil from roll in line with national regulations and Hounslow Local Authority guidance. This may result in the loss of the pupil's school place.

Despite previous communication, some families continue to take holidays during term time. As a result, the school is now applying this policy consistently and without exception.

Regular attendance is essential to pupils' learning, progress, wellbeing, and safeguarding. Time missed from school due to term-time holidays cannot be recovered and has a significant impact on educational outcomes.

We strongly urge all parents and carers to ensure that holidays are planned outside of school term dates to avoid the risk of penalty notices, further legal action, or removal from the school roll.

Thank you for your cooperation and continued support in promoting good attendance.

Yours sincerely

Mrs N Duggan
Headteacher



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