



Hollin Primary School  
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**Headteacher:** David Fenton

**Deputy Headteacher:** Paula Noon

Dear Parent/Carer,

### Requests for a Holiday in Term Time

You may have seen recent high profile press coverage regarding holidays in school term time. The staff and Governors at Hollin Primary School would like to take this opportunity to inform all parents of the current guidelines which have been laid down by the Department for Education / Local Education Authority and which the school is duty bound to implement.

Holidays in school term time **will not** be authorised and the following will apply:

- An unauthorised holiday for 5 school days or more will qualify for a Penalty Notice.
- In the case of an unauthorised holiday, the Local Authority will issue parents with a Penalty Notice.
- A Penalty Notice is **£60** and is issued to each parent for each child taken out of school.
- The fine increases to £120 if not paid within the first 28 days. Thereafter, if the penalty remains unpaid this may result in legal action.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours faithfully,

Mr D. Fenton  
Headteacher