



RESPECT
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Cardinal Heenan Catholic High School

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Ms K. Smyth Headteacher

JH/LL

11th September 2026

Dear Parent/Carer

Term-time holidays and attendance

At Cardinal Heenan Catholic High School, we are committed to ensuring that every student has the best possible opportunity to achieve their full potential. Excellent attendance is fundamental to academic success, wellbeing, and personal development. We are grateful for the support that parents and carers provide in helping students attend school regularly.

We would like to remind families of the regulations regarding holidays during term time.

The [Department for Education \(DfE\)](#) is clear that leave of absence during term time should only be granted in **exceptional circumstances**. Family holidays, visits to relatives abroad, cheaper travel arrangements, sporting events, family celebrations, or extending school holiday periods are not normally considered exceptional circumstances. Schools are therefore unable to authorise such absences.

Cardinal Heenan Catholic High School **will not authorise holidays during term time**. Requests for leave of absence will only be considered where there are **very exceptional circumstances**, supported by appropriate evidence, and where the absence cannot reasonably be taken during school holiday periods. Parents and carers should not make travel arrangements before receiving a decision from the school. Booking a holiday does not provide grounds for authorisation.

Fixed Penalty Notices

The school works closely with [Liverpool Local Authority](#) to ensure that all students receive their entitlement to a full-time education.

Where a child is taken out of school for an unauthorised holiday during term time, the absence will be recorded as unauthorised and may result in a **Fixed Penalty Notice (FPN)** being issued in line with national attendance regulations and local authority procedures.

Current charges are:

- **£80 per parent, per child** if paid within 21 days.
- **£160 per parent, per child** if paid within 28 days.
- Repeated offences may result in further legal action, including prosecution.

For example, where two parents take two children on an unauthorised holiday, the total penalty could be **up to £640**.



School holiday dates 2026-2027

Families are reminded that all school holiday dates are available on our website under **Term Dates**. We strongly encourage parents and carers to consult these dates before making any travel arrangements.

[\[www.cardinal-heenan.org.uk\]](http://www.cardinal-heenan.org.uk)

By planning holidays during the published school holiday periods, families can avoid disruption to their child's education and the possibility of unauthorised absences and Fixed Penalty Notices.

Every day counts

Missing school can have a significant impact on a student's progress. Students who are absent miss important learning, assessments, practical activities, and opportunities to develop relationships with their peers and teachers. Once learning has been missed, it can be difficult to fully catch up.

We therefore ask all families to support us by arranging holidays during the published school holiday periods and ensuring that students attend school every day, on time.

Thank you for your continued support in helping us maintain high standards of attendance and ensuring that all students are given the very best opportunity to succeed.

Yours sincerely

Ms K. Smyth

Headteacher

"Every day matters. Holidays during term time will not be authorised except in the most exceptional circumstances."