

HIGH STREET
GLASTONBURY
SOMERSET BA6 9DR
Headteacher: Mrs W Turner N.P.Q.H



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Dear Parent / Carer

TERM TIME LEAVE

As from the beginning of September 2013, the law changed with regard to children taking leave during term time. Prior to this it was possible for parents to ask for up to ten days leave of absence for circumstances including a family holiday. From 2013 children are only granted leave for exceptional circumstances. The law was changed due to a concern about children missing important stepping stones in their learning and the consequent negative impact on their educational achievement.

Somerset County Council states that 'Exceptional Circumstances' may include (and for which evidence will be required):

- Forces Staff returning from , or about to embark on, lengthy active service abroad;
- Police and Fire Service staff being told when they can or cannot take leave;
- If a close family member has a terminal illness and it may be a last chance to be together especially if the family member lives overseas;
- Parents having to work abroad for a fixed, minimum term period;
- When it is company policy for an employee to take leave only at a specified time in the year (evidence required)
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue (evidence required)

Parents and carers who wish to request leave for exceptional circumstances will need to do so in advance (at least four weeks except in obvious emergencies), stating the reasons and the time requested. A form for this is available from the school office and on the website. Also, a calendar of the school year is on the website, showing the dates when the school is closed (including inset days) to help parents and carers with their holiday planning.

Yours faithfully

Mrs. W. Turner
Headteacher



REQUEST FOR TERM-TIME LEAVE

To the Headteacher Mrs W Turner

School/College

St John's Infant School

I wish to apply for term time leave for my child

Name	Class
1.	
2.	

from

to

inclusive

The Exceptional Reasons for this request are:

Signature
(Parent/Carer)

Date

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.