



St Cuthbert's C of E Academy  
Infants & Pre-School  
Keward Walk  
Wells, Somerset  
BA5 1TZ

School Office 01749 672591/Pre-School Office 01749 675995

School E [sch.395@educ.somerset.gov.uk](mailto:sch.395@educ.somerset.gov.uk)

Pre-School E [stcuthbertspreschool@educ.somerset.gov.uk](mailto:stcuthbertspreschool@educ.somerset.gov.uk)

May 2022

Dear Parents/Carers

### Term Time Leave

As from the beginning of September 2013, the law has changed with regard to children taking leave during term time. Up until now, it was possible for parents to ask for up to ten days leave of absence for circumstances including family holiday. From now on however, children may only be granted leave for exceptional circumstances. This is because of concerns about children missing important stepping stones in their learning and the consequent negative impact on their educational achievement. Leave which is not considered exceptional will be marked as unauthorised absence on a child's attendance, 10 sessions of unauthorised absences could result in a referral to the Education Welfare Officer.

The exceptional circumstances are listed below:

- 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 the last chance to be together if the family member lives abroad.
- Parents having to work abroad for a fixed, minimum term period.

Parents and carers who wish to request leave for exceptional circumstances will need to do so in advance (at least four weeks except in emergencies), stating the reasons and time requested. A form for this is available on the reverse of this letter and additional copies can be obtained from the School Office. A School Calendar is also available from the School Office showing the dates when the school is closed (including inset days) to help parents and carers with their holiday planning.

Yours sincerely

Sheryl Cooper  
Head teacher

## REQUEST FOR TERM-TIME LEAVE



To the Headteacher

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.***