

St. John's Church of England VA Primary School

Prory, Wellington, Somerset, TA21 9EJ

Head teacher: Mr Olly Priestley

Telephone: 01823 662541

Email: office@stjohnsprimary.uk

Website: <http://www.stjohnscofeprimary.co.uk>



25th September 2026

Dear Parents/Carers

Absence in Term Time

Can we remind you that the Government has said schools may NOT grant ANY leave of absence during term me unless there are EXCEPTIONAL circumstances.

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child's attendance record. Persistent unauthorised absence may result in a penalty fine.

Please complete and return absence requests prior to making any bookings and at least four weeks before the anticipated leave date. Forms can be found on the school website or you can ask for a hard copy from the office. If there are exceptional circumstances, such as a funeral, please complete and return the form as soon as possible.

Unavoidable absence from school will be authorised if it is for the following reasons:

- Illness
- Unavoidable medical/dental appointments
- Days of religious observance
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents

Other examples of absence from school that cannot be authorised:

- Shopping
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Holidays being cheaper during term time.

The law allows schools to consider individual requests to authorise a future avoidable absence. However, before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is then rely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides.

In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. Please contact the headteacher if you wish to discuss this issue.

The law requires parents to ensure their children receive an efficient full-me education, and every minute of every day is important. Please help them not to miss any of this valuable time. We hope that when you have read this information you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

Yours sincerely

Mr Olly Priestley
Headteacher