

St Michael's CE Primary School
REQUEST TO WITHDRAW A CHILD FROM LEARNING

I/ we request that my child (Name) Class:

Is withdrawn from learning betweenand

Total number of days absence requested.....

Nature of absence (*please tick box*)

Compassionate Grounds Other
(e.g. Bereavement, etc.)
Religious Observance

Please give the reason/justification for this request

.....
.....
.....

By signing this request to withdrawn my child from learning, I understand the following:

1. Schools are not permitted to authorise a child's absence/withdrawal from learning during term time unless there are exceptional circumstances.
2. Only the school can approve an absence/withdrawal from learning.
3. Family holidays, other than in those circumstances as described overleaf, will not be authorised.
4. The school may authorise none, all or only part of the Withdrawal from Learning requested.
5. If absence/withdrawal from learning is granted and my/ our child does not return to the school within the time allowed, the school may, in consultation with the local authority, remove him/ her from the register. This would necessitate me/ us applying for our child to be readmitted to a school.
6. If the absence/withdrawal from learning is not authorised and I/ we still take our child out of school I understand that I/ we may be the subject of a Fixed Penalty Fine of £120 in respect of each child and each parent, or subject to further legal proceedings.
7. If we are unavoidably delayed in returning on the planned date through circumstances outside our control we will contact the school to explain why as soon as is possible.

Signed: Date:

WITHDRAWAL FROM LEARNING RESPONSE

Attendance %age current year – for school use only

To the parents ofClass:

*I confirm that your request to withdraw your child from learning between and (total number of days) has been approved/authorised.

OR (*delete statement that does not apply*)

*Your request to withdraw your child from learning as requested above has not been approved/authorised, your child must therefore attend school on these dates.

Signed(Headteacher) Date.....

Notes re Absence during term time in exceptional circumstances

Schools are only permitted to authorise absence during term time in exceptional circumstances, these circumstances are not defined in law but the following may be considered:

- *Religious observance*
- *Educated off-site*
- *Attending interview (e.g. change of school, etc.)*
- *Medical or emergency dental appointment*
- *Approved sporting activity*
- *Weddings - where the date set is not within your control*
- *Funeral*
- *Family holiday only where the parent/carer's employer has written to the school to explain that the holiday/leave cannot be taken at any other time of the year.*

As a consequence of the new regulations the school will not authorise an absence for a family holiday other than as described above. Please note that this also includes days before the end of term/half-term to start a holiday or 'over-run' days at the start of a new term/half-term.

*Every application for absence will be assessed individually and consideration will include the child's overall attendance record. For attendance at a wedding or funeral consideration will be given to **reasonable** travelling time/arrangements to attend (depending on the location) in addition to the day of the event. All requests for absence must be submitted a minimum of two weeks before the absence is required except in an emergency. If the absence is not authorised and your child is not in school on the days for which absence was requested you may be liable to a fine or prosecution.*