Withdrawal from Learning Application:
For Exceptional Circumstances

Did you know that across the year there are just 190 school days? That means there are already 175 days set aside for weekends, holidays, family visits and rewarding days out. We believe every school day counts to give your child the greatest opportunity of attaining a good education and to support a happy and healthy future.

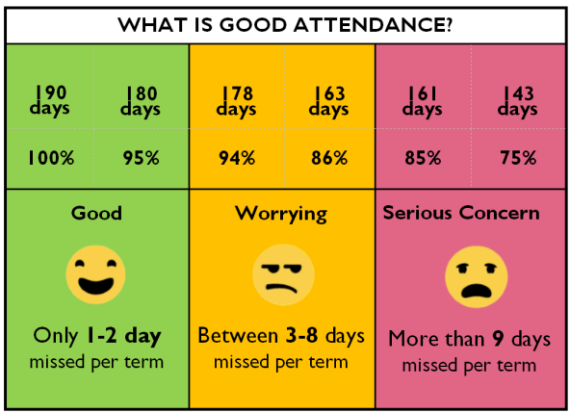
With 175 days already marked out as 'non-school-days', you should have an exceptional reason to withdraw your child from school. The following are considered illegitimate reasons and are likely to be rejected and unauthorised:

- **Trips to visit family/friends**
- **Your child's birthday**
- **Cheaper family holidays**
- **Tickets to sports/culture events**

100% is recognised as an expected level of school attendance. If your child is out of school for 3 days each term, then their attendance is below 95% and they're spending more days out of school than in it! Should your child need time off due to illness, this figure will quickly become even lower. Because five days of school equates to 25 hours of learning, catching up with extra work out of school is unrealistic.

From a young person's perspective, missing schools means:

- **Missing out on fun projects and school activities**
- **Struggling to catch up on work**
- **Disconnecting with school friends**



The vast majority of headteachers do not authorise any absence in term time, in fact, many schools refused 100% of requests last year.

Think twice about whether you want to proceed.

To be completed by parent/carer:

Childs Name…… Tutor Group/ Class …….

Date of withdrawal from learning…… Date of return to learning……

Total number of learning days missed……..

Reason withdrawal from learning is requested:

Your child has the right to a full time education and the opportunities that this can bring. We hope that you will work in partnership with us to make sure that your child attends school every day, allowing them access to the education they deserve.

I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.

Name of Parent/Carer

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Signed:..... Date: .....

Home Address .....

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This form will be submitted to the Headteacher for review. A senior member of staff will conduct a telephone interview with you to discuss the request and to confirm the decision.

Headteacher decision:

Name of child:..... Class..... Year Group.....

Date of telephone interview:.....

Date decision form sent home:.....

☐ **Authorised: Your request has been authorised for the following dates: ...../...../..... to ...../...../.....**

☐ **Unauthorised: Your request has been unauthorised for the following dates: ...../...../..... to ...../...../.....**

☐ **Penalty Notice request to ESBAS attaching telephone interview log**

Headteacher signature..... Date:.....