



Withdrawal from Learning Request Form

We strongly advise that you do not take your child out of school during term time for a holiday. This could be very detrimental to their learning. Government regulations* state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Parents/Carers should apply for the leave, using this Withdrawal from Learning Form, at least 3 weeks prior to the absence. The Headteacher will make a decision based on the conditions described above. Leave cannot be granted retrospectively and Penalty Notices will be requested for each parent/carer for unauthorised absences.

A parent/carer who is not happy with the Headteacher's decision has the right of appeal to the Director of Secondary. The decision of the Director of Secondary is final. *Education (Pupil Registration) (England) Regulations 2013.

In order for your absence request to be considered, the below document is required to be completed in full at least 4 weeks before the absence.

Date Submitted			Year Group	
Name of Pupil				
Date of absences	From		To	
Number of school days				
Reason for withdrawal				
Name of Parent/Carer				
Signature				
Address				
Email Address				
Mobile number				

Please attach any relevant documentation to support the absence request.

School use only

Attendance	%	Authorised/ Unauthorised	Penalty notice Yes / No
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