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**

To be completed by Parent/Carer:

Childs Name………………………………………………………………………… Year/Mentor/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 legal intervention may be instigated in the form of a Penalty Notice. If a Penalty Notice is issued it will be to each parent for each child taken out of school, 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 ....

Signed:.. Date: ....

Home Address..

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

Head of Schools decision:

Name of Child:…………………………………………………. Mentor/Class…………………………….. Year Group……………

Date of telephone interview (where required):……………………………………

Date decision form/letter sent home:………………………………………………

☐ **Authorised: The request has been authorised for the following dates:** _____

☐ **Unauthorised: The request has been unauthorised for the following dates:**_____

☐ **Penalty Notice Request to ESBAS**

Head of Schools Signature…………………………………………….. Date:……………………………………….