



Withdrawal from Learning
For Medical/Dental requests only

Child/children's name/s :

..... Class:

..... Class:

Please tick box ☐ Medical ☐ Dental

For medical and dental requests, the request will be authorised and notification will not be sent to parent/carer.

Total number of school days' absence requested

From (first day)..... To (last day of absence).....

Time collecting Time returning to school..

I wish to request permission to take my child/ren out of school for the following reason:

.....

.....

Parent/Carer's signature Date

Parent/Carer's name: (block capitals) Mr/Mrs/Miss/Ms.....

NB Please read notes overleaf

For office use only: Attendance %ge to dateNo of days absent to date Absence Code.....

☐ I regret to inform you that based on the information provided I am not able to authorise this absence.
Should you wish to discuss the decision I have made, please do not hesitate to contact me.

☐ Due to the absolutely exceptional circumstances I am able to authorise this absence.

Signed _____
Mrs H Denison, Headteacher

Date _____

Request for withdrawal from learning

Additional Notes

Our aim is for the highest level of attendance possible and for all absences to be explained with acceptable reasons.

The Government says:

- **There is a legal responsibility for you to send your child to school every day.**
- **Your child should be in school for at least 95% of all sessions.**
- **If your child takes 2 weeks holiday a year, this will immediately take their attendance down to 95% - without any additional absences for illness.**
- **School is in session for 190 days a year leaving parents a further 175 days a year in which to have days out together and take a holiday.**

Absence

All absences are registered as authorised or unauthorised. Examples of authorised absences are:

- a. Illness: If the school is satisfied that a pupil is absent as a result of illness the absence is treated as authorised. Children who experienced long term absences are supported both during and after their absence through direct contact with the parents/carers.
- b. Medical or dental appointments, which cannot be arranged outside of the school day. If a pupil has an appointment during school time the parent/carer must report to the office to sign their child in or out of school.
- c. Religious observance: Parents/carers should give advance warning of absence if it is necessary for their child to take part in a day of religious observance.
- d. Education off-site eg an educational visit arranged by the school.
- e. Extreme family emergencies eg bereavement.

Only the Headteacher, within the context of the law, can approve absence, not parents/carers. Parents do not have an automatic right to take a child from school for holidays or other special occasions. Permission from the Headteacher must be obtained in advance. The school does not have to accept the parents'/carers' offered explanation as a valid reason for absence. If there are doubts about the reason offered, the reason given for an absence is not acceptable, or if no reason is given, then the absence is treated as unauthorised.

Withdrawal from learning

No absence during term time will be authorised unless the request is absolutely exceptional or there are clear and demonstrable educational benefits resulting from the absence. If you wish to request withdrawal from learning for the following reasons, please complete a form, which is available from the school office.

- a. Medical or dental appointments, which cannot be arranged outside of the school day.
- b. Religious observance: parents/carers should give advance warning of absence if it is necessary for their child to take part in a day of religious observance.
- c. Other absolutely exceptional circumstances, which must be fully explained.

These arrangements are made in accordance with the Education (Schools and Further Education) Regulations 1981 and Guidance issued by the Department of Education

**"SCHOOL ATTENDANCE: POLICY AND PRACTICE ON
CATEGORISATION OF ABSENCE"**