



APPLICATION FOR WITHDRAWAL FROM LEARNING DURING TERM TIME

Attached is an application form for you to request permission to withdraw your child from learning. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time.
- From September 1st 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 make it clear that Headteachers **may not** authorise leave of absence during term time unless there are exceptional circumstances.
- If you wish to withdraw your child from learning for any reason during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence remains at the discretion of the Headteacher.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence, the Headteacher will take these and other factors into account.
- If the Headteacher refuses your application and you still take your child out of school, the absences will be treated as unauthorised. Unauthorised absences may lead to a Fixed Penalty Notice or a Summons being issued against you for irregular school attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to your child's school as far in advance of the proposed withdrawal from learning as possible.

APPLICATION BY PARENT/CARER FOR WITHDRAWAL FROM LEARNING DURING TERM TIME

Pupil's Name Tutor Group/Class

Home Address

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I wish to apply to withdraw my child from learning during the following dates:

Date of Last day at School Date of Return to School

Total number of school days missed

Could you please explain the circumstances that make it necessary to withdraw your child from learning during term time?

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Do you expect to withdraw your child from learning again during this academic year?.....

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Fixed Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application

Signed Date.....

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT
LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE