



Dear Parents/Carers,

Withdrawal from Learning Application

The department for education has **amended** the regulations and guidance in relation to absences in term-time. There is no automatic right to take your child out of school during term time.

The Department for Education allows a head teacher to grant a leave of absence only if there are **exceptional circumstances**. These may include Religious Observance, being educated Off-Site, attending Interview, medical/dental appointment, approved sporting activity, weddings, funerals, or family holiday where the employer has written to school to explain that the holiday cannot be taken at any other time of the year. In determining whether or not an absence in such circumstances can be authorised, it is for the head teacher to confirm the number of days a child can be away from school if the leave is granted.

If your request falls into this category you will need to **complete the form** on the reverse of this notification (the school office have copies). A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance, and you nonetheless take your child out of school, the absence will be recorded as unauthorised in line with County Council guidance.

In the case of an unauthorised absence which the school judges to be detrimental to your child's learning, we may notify the **Education Support, Behaviour & Attendance Service**, which could result with a Penalty Notice being issued, especially if the absence is 5 days or more.

All absence requests must be completed on the attached form (copies available from the school office and website); this should be returned to the school at least 14 days before the start of the absence.

Should you have any queries please refer to the Department for Education website/amendments to school attendance article:

[School attendance and absence: Overview - GOV.UK \(www.gov.uk\)](http://www.gov.uk/school-attendance-and-absence-overview)

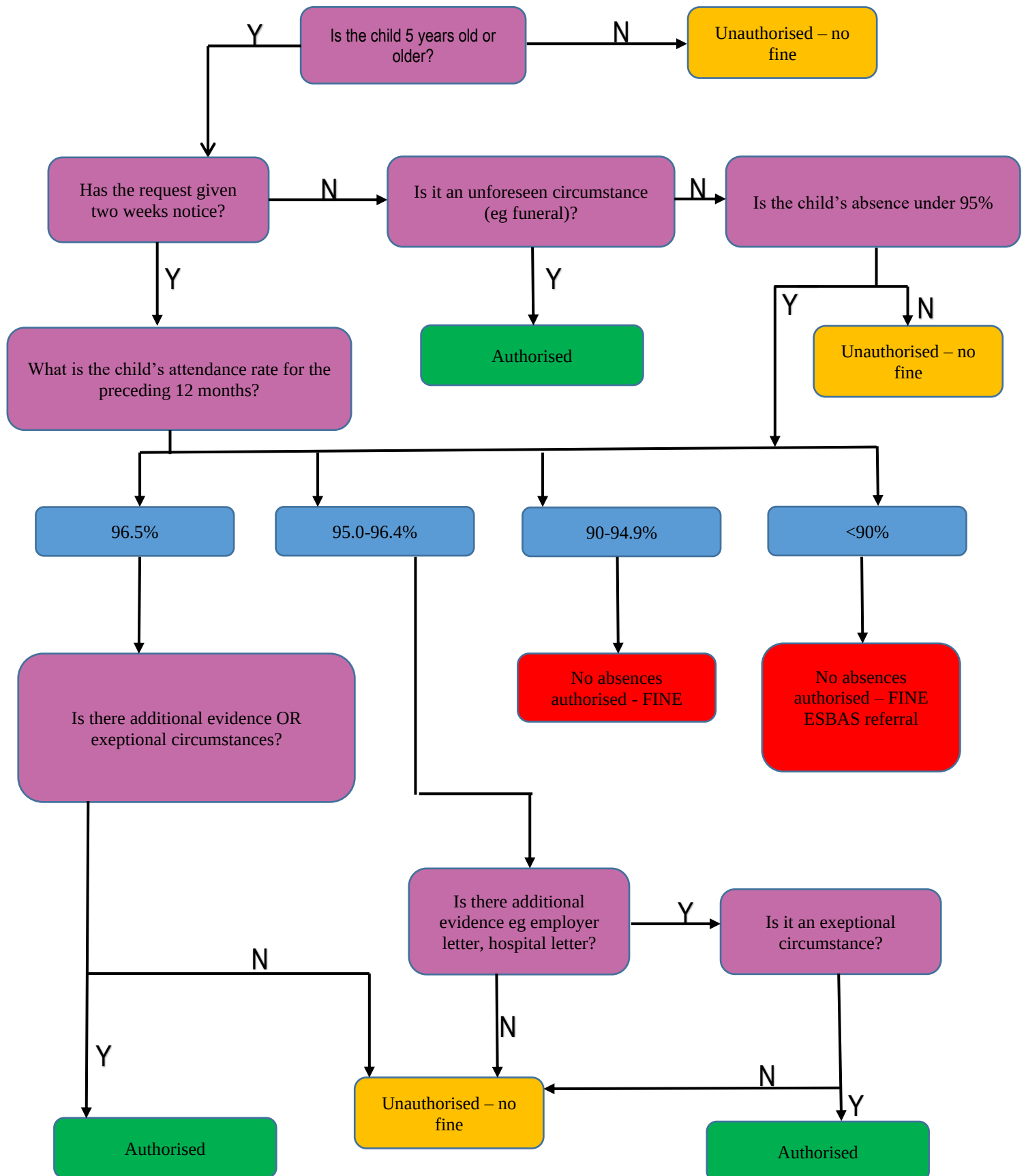
Sir Henry Fermor has maintained an excellent attendance record for many years. Please be reassured that despite this legislation the school will continue to place the needs of the children first, seek to work with families to overcome barriers to learning and aim to provide the best environment for children and families to thrive and achieve. Past leadership research I have been involved with concluded that a case-by-case '**never make the system more important than the individual**' approach was the best one. The same lessons apply moving forward.

Yours sincerely,

Mrs Vicki Edwards

Guidelines for absence requests for 4 days or less.

When an absence request is received the following flow chart will be used:



Please note that any absences of 5 days or more, if unauthorised, could have a penalty notice request



WITHDRAWAL FROM LEARNING APPLICATION

If, after reading the letter on the reverse, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name Class

Home Address

First day of absence Date of return to school

Total number of days missed

Exceptional circumstances are as follows:-

.....

.....

.....

.....

I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service may 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 making application

Signed Dated

(Please ensure you are giving at least 14 days notice of the proposed absence)

We will notify all parties with parental responsibility with the decision via email or letter within 7 working days of receiving the form.

Office Use Only:

Current Year %:	12 Months %:	Authorisation Code:	Penalty notice required:
-----------------	--------------	---------------------	--------------------------