

**Withdrawal from Learning Request Form**

**Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of requested absence from school:**

**From: To: Total Days:**

**Reason for request\*:**

**(\* evidence may be required)**

**PLEASE READ THE INFORMATION BELOW CAREFULLY BEFORE SIGNING THIS FORM**

**I understand that all withdrawal requests are granted at the discretion of the Head Teacher and only in exceptional circumstances [Section 7 of the Education (Pupil Registration) (England) Regulations 2006]**

**I understand that once the Head Teachers decision has been made there is no right to appeal.**

**I understand that if a pupil fails to return to school by the specified date, his/her name may be referred to the Pupil Entitlement Officer, their name may be deleted from the Admission Register [Section 8 (f) & (h) of the Education (Pupil Registration) (England) Regulations 2006], and/or a financial penalty may be imposed.**

**I am aware that any withdrawal taken will appear on my child’s end of year report & that their report will also be amended to reflect any withdrawal taken at the end of the academic year. The amended report will be sent to any future school my child may attend.**

**I (parent / carer) agree that I have read and fully understand the points listed above.**

**Name of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This form is to be completed by the Parent/Carer and handed to the school office a minimum of two school weeks before the proposed period of absence otherwise you risk the leave being automatically rejected.**

**For Staff Use Only:**

|  |  |  |
| --- | --- | --- |
| **History of Attendance** | **Leave of Absence** | **Current Academic Year’s Attendance Rate** (Please note this must be above 95% for any leave to be considered): \_\_\_\_\_\_\_\_\_\_  Leave taken in current academic year  No Yes \_\_\_\_\_\_\_ Days Taken\_\_\_\_\_\_\_  **Leave Granted \*No Yes**  Authorised from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_  Unauthorised from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ **Pupil expected in school on \_\_\_\_\_\_\_\_\_\_\_\_** |
| **Attendance %** | **Leave taken** |  |
|  |  | **R** |
|  |  | **Yr1** |
|  |  | **Yr2** |
|  |  | **Yr3** |
|  |  | **Yr4** |
|  |  | **Yr5** |
|  |  | **Yr6** |

\*This Leave Request has been declined because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Head Teachers signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**