

# Withdrawal of Learning

Pupils are **only** in school for 190 days each year.  
**There are 175 other days for holidays and other activities**  
 80% attendance represents **1 day off a week.**  
 90% attendance represents **1 day off per fortnight**



## How to use this form:

- Use for all absence other than sickness
- Return to school **BEFORE** the date of requested absence.

## Guidance:

**The Government and West Sussex Policy now state that Head Teachers may not grant any leave of absence during term time, unless there are exceptional circumstances. There is no entitlement to take a child out of school for a family holiday. These amendments came into force on 1<sup>st</sup> September 2016. We are still part of the Fixed Penalty Scheme in West Sussex. Further information can be found in school or at West Sussex County Council website.**

**In response to this I will not be authorising holiday absence during school term time. However if you feel that you qualify for 'withdrawal of learning' due to exceptional circumstances please fill in the form below and/or make an appointment to discuss this with me. You may be asked to provide evidence to support your request.**

## Parent/Guardian to complete this section:

Name of child:	Class:	
Is this the 1 <sup>st</sup> request for absence this academic year?		Yes/No
Dates requested:	State number of <b>school</b> days requested:	
	If leaving during the day, state time of collection:	Hours out of school:
Reason:		
Do you have siblings at another school    Yes/No		If yes, state which school
I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates Court.		
Signed:		Dated:

## School Office to complete this section:

Attendance (previous year)	%	Current Attendance	%
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## Headteacher to complete this section:

The Code placed in the register will be :	Religious Observance	R
	Educated Off Site	B
	Exceptional Authorised Circumstances	C
	Approved Sporting Activity	P
	Medical/Dental Appointments	M
	Unauthorised Absence	O
Holiday Request Unauthorised		G
Reason:		
Initialled:		Dated: