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**PARENTAL REQUEST TO SCHOOL TO WITHDRAW A PUPIL FROM LEARNING**

**Childs Name – Click or tap here to enter text.**

**Date of Birth – Click or tap to enter a date.**

**Name of Person Making request – Click or tap here to enter text.**

**Relationship to child –Click or tap here to enter text.**

**Address – Click or tap here to enter text.**

**Phone Number – Click or tap here to enter text.**

**Dates your child will be out of school - Click or tap here to enter text.**

*Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.*

*The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.*

*Whether the absence is exceptional is at the head teacher’s discretion based on their assessment of the situation and can vary from school to school. A weeks’ absence for holiday and a weeks’ absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%.*

*The head teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to ‘unavoidable’ absence, the head teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.*

*If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.*

**Why is this absence exceptional - Click or tap here to enter text.**

**Declaration:**I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child’s attendance will be recorded as an unauthorised absence. 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.

I hereby sign this parental request with full knowledge and understanding of the above information.

**Signed: Click or tap here to enter text.**

**Date: Click or tap to enter a date.**

**Full Name: Click or tap here to enter text.**

**SCHOOL OFFICE USE ONLY**

**Childs Name:**Click or tap here to enter text.

**Request for absence:**

- Has been Authorised

- Has not been Authorised

**Reason for non-authorisation (Tick if applicable)**

- There is no legel entitlement to holidays during term time and this should be avaided if at all possible. They will automatically be classed as unauthrised absence

- Previous/Current attendance is less than 95%

- The ‘Once in a lifetime’ event could have reasonably been scheduled at another time.

- The period of absence requested exceeds that required for the ‘unavaidable and exceptional event’

- The reasons provided do not constitude ‘exceptional circumstances’.

- Other: Click or tap here to enter text.

**Signed: Click or tap here to enter text.**

**Date: Click or tap to enter a date.**