



Headteacher: Mr P Newbold

**PARENTAL REQUEST for WITHDRAWAL FROM LEARNING**  
**(except medical/dental requests - please use other form)**

Child's Name		
Date of birth		
Year Group & Class		
Name of person making request & relationship to child		
Address		
Phone Number		
Dates your child will be absent from school	From:	To:
Time collecting & returning	From:	To:
Reason for withdrawal (please provide further information overleaf)		
Total number of school days requested		
Details of siblings at other schools where absence has been requested too.		

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.

Signed: ..... Date:.....  
(Parent/Carer)

Full Name: .....

- ☐ I regret to inform you that based on the information provided I am not able to authorise this absence. Should you wish to discuss the decision I have made, please do not hesitate to contact me.
- ☐ I regret to inform you that based on the information provided I am only able to authorise part of the absence requested. Should you wish to discuss the decision I have made, please do not hesitate to contact me.
- ☐ Due to the absolutely exceptional circumstances I am able to authorise this absence.

Signed: ..... Date:.....  
Mr P Newbold, Headteacher

*Learning and achieving together*



Why is this absence exceptional?

(continue on a separate sheet if necessary)

Unless further information is required, a decision will be sent to you within 7 school days.

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. Parents should be aware that they do not have the right to take their child out of school during term time.

The law states that parents must ensure their children regularly attend school to receive their education. The Headteacher 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 Headteacher's discretion based on their assessment of the situation and can vary from school to school. A week's absence for holiday and a week's absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%. The Headteacher 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 Headteacher 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.