Lynch Hill School Primary Academy

APPLICATION FOR WITHDRAWAL FROM LEARNING

This is an application for you to request permission for your child to be absent from learning at school during term time. Before completing the application form, please read these notes carefully.

- **The law states that you DO NOT have the right to take your child out of school during term time. The local authority works with schools to reduce the numbers of children missing school. Schools can refuse your request for leave.**
- **If you wish to take your child out of school during term time, you must apply for permission in writing using the form below in advance. The school will only consider such requests in exceptional circumstances.**
- **Proof will be required of any family emergencies.**

  Pre booked holidays will always be <u>REFUSED</u>.
- **A request for leave of absence during term time will always trigger some form of investigation from the school because it may indicate a safeguarding concern.**
- **If the school refuses your application and you still take your child out of school, the absences will be unauthorised. Unauthorised absences <u>will</u> lead to a Penalty Notice or a Summons for irregular school attendance because poor attendance puts your child's progress at risk. No holiday can ever make up for time lost at school.**

Having read these notes, if you still wish to apply for Withdrawal from learning, then please complete the application and return **IN ADVANCE** of the requested dates.

Pupil name: _____ Class: _____

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I request permission for my child to be absent from school between the following dates:

First date of absence _____ Date of return to school: _____

Total number of school days missed: _____

Reasons for absence from school

_____

_____

_____

_____

*I make an application for my child (named above) to have their absence from school authorised, for the reason stated. I understand that if this is not agreed then any absence will be treated as unauthorised and **will** lead to the issue of a Penalty Notice or Summons for irregular school attendance.*

Name of Parent/Carer making application: _____

Signed: _____ Date: _____

Office use only: OFFICE COPY [ ] REPLY FOR PARENTS/CARER [ ] FPN [ ] CODE [X]

(**Reply for school use only**)

Date:_____

Dear _____

Thank you for your application to take _____ in class ____ out of school during term time.

Requested dates of leave: _____

I can confirm that _____ days have been authorised and _____ days are unauthorised. This will be monitored in school by the Attendance Officer.

Previous number of days requested during this school year: _____

Attendance to date:

Pupil name: _____ _____%

Number of ***authorised*** absences during this school year: _____ ½ days

Number of ***unauthorised*** absences during this school year: _____½ days

Pupil name: _____ _____%

Number of ***authorised*** absences during this school year: _____ ½ days

Number of ***unauthorised*** absences during this school year: _____½ days

Punctuality: _____

Comments from Attendance Officer / Head of School:

_____

_____

_____

_____

_____

_____

Mrs L Tomlinson
Headteacher