

Withdrawal from Learning Request

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. Any withdrawal from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will still miss out on the teaching that their classmates will receive while absent. Children returning from a term time withdrawal is also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under-achievement of other students in the class. This is something we all have a responsibility to avoid.

The Department for Education does allow a Headteacher the discretion to consider authorising withdrawal in term time only in "exceptional circumstances". If you consider that your request is exceptional you will need to complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the withdrawal is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the holiday, the withdrawal will be recorded as unauthorised.

In the case of an unauthorised withdrawal the Education Support, Behaviour & Attendance Service will be notified and a Penalty Notice may be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 28 days. Thereafter, if the Penalty remains unpaid this may result in legal action.

All withdrawal requests must be completed on the attached form, letters will not be accepted. This should be returned to the school at least 14 days before the start of the withdrawal. Failure to do so can result in the issuing of a penalty notice.

In considering the decision whether to authorise the following will be taken into account: -

- Reasons given for the withdrawal;
- The time of the year/term;
- Whether your child will miss any preparation for tests/examinations;
- Whether your child will miss any tests/examinations;
- Your child's previous attendance record;

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely



Senior Assistant Headteacher

APPLICATION FOR WITHDRAWAL FROM LEARNING DURING TERM TIME

If you are of the opinion you have to withdraw your child from learning during term time, and you believe that you have exceptional circumstances which would validate this, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Student Name Tutor Group/Class

Home Address

First day of withdrawal Date of return to school

Total number of days missed

Reasons for withdrawal

I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified and a Penalty Notice may be issued. I understand that if a Penalty is issued, it will apply to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 28 days. I understand that failure to pay this may result in legal action.

Name of Parent/Carer making application.....

Signed Date

(Please ensure you are giving at least 14 days' notice of the proposed withdrawal)

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Student Name Tutor Group

AUTHORISED: Your withdrawal request has been authorised for the following dates:

___ / ___ / ___ to ___ / ___ / ___

UNAUTHORISED: Your withdrawal request has been unauthorised for the following dates:

___ / ___ / ___ to ___ / ___ / ___ as it does not meet the criteria set by the Department for Education

(N.B. if you proceed to take an unauthorised withdrawal this may result in a Penalty Notice)

Signed 

Senior Assistant Headteacher Date ___ / ___ / ___