

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:

As you will know, Government policy does not allow us to grant leave of absence during term time, unless there are exceptional circumstances (for example family bereavement).

However, if you find you qualify for 'Withdrawal from Learning' due to exceptional circumstances, please complete the form below. This new form brings us in-line with practice in other local schools.

I am happy for you to contact me to discuss this.

In line with statutory guidance, we will continue to issue fixed penalty notices, if necessary; further information on this can be found on the West Sussex County Council website.

Parent/Guardian to complete this section:

Name of child:	Class:
Is this the 1 st request for absence this academic year? Yes/No	
Dates requested:	Number of school days requested:
Reason:	
Do you have siblings at another school Yes/No	If yes, which school
Signed:	Dated:

School Office to complete this section:

Attendance (previous year) %	Green – More than 95% Satisfactory
Current Attendance: %	Amber – 90% to 94.99% Needs improvement
Colour Code: Green/Amber/Red	Red – 89.99% or less Unsatisfactory

Headteacher to complete this section:

The code placed in the register will be:	Unauthorised	O
	Religious Observance	R
	Educated Off Site	B
	Exceptional Authorised Circumstances	C
	Approved Sporting Activity	P
	Medical/Dental Appointments	M
	Holiday Request not agreed	G
	Sickness	I
Reason:		
Initialled:	Dated:	