



Withdrawal from Learning Request

Following amendments to The Education (Pupil Registration) (England) Regulations 2006, students may not be granted leave of absence unless there are exceptional circumstances.

There are only 190 days in the school year, which means that there are 175 non-school days left for holidays, treats and shopping.

We understand that, occasionally, there are exceptional circumstances that mean students may need to be absent from school and these circumstances will be considered on an individual basis by the Head teacher.

Please complete the absence request below and return to school Attendance Officer at least two weeks before the planned absence.

Name of child:.....Tutor group:.....

From.....To..... Number of learning days missed.....

Please give the reason why this withdrawal from learning is requested:

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Signed..... Date.....

(Parent/Carer)

Head teacher to complete this section:

Name of Child..... Attendance YTD.....

Your request is **approved** and the absence is duly authorised

Your request is **not approved** and you may be liable for a Fixed Penalty Notice if you remove your child for this period. (Please see overleaf)

Signed..... Date.....

On return to school, your child will be issued with a 'catch up' card and will be expected to complete all work missed to an appropriate standard within one week. The report will be signed by the teacher and Head of Year. Failure to comply may result in your child staying after school to complete missing work.

There are only 190 days in the school year, which means that there are 175 non-school days left for holidays, treats and shopping. It is in everybody's interest to avoid the consequences of a child's unlawful extended absence from school and we hope that this notice gives you the opportunity to think carefully about your decision to take your child/ren out of school during term time.

School Attendance: Education Act 1996 – Anti Social Behaviour Act, Section 23 Crime and Disorder Act, Section 16.

We understand that you wish to remove you child/ren from school for a family holiday or a different occasion away. We are sure you will appreciate how extended absence from school during term time can seriously disrupt your child/ren's progress and so we are reminding you that if you do remove your child/ren during this period, we have a duty to refer you to West Sussex County Council and you may be issued with a Fixed Penalty Notice for each child (This period can straddle school holidays and academic year and the absence doesn't have to be consecutive).

West Sussex County Council can give each parent a fine of £80, rising to £160 if you do not pay within 21 days.

From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period.

If you get a second fine in 3 years it will be £160. If you do not pay within the 28 days, the Authority will consider instigating a prosecution in the Magistrates Court for the offence of poor school attendance.

If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.