



REQUEST FOR WITHDRAWAL FROM LEARNING - TERM TIME ABSENCE



Policy from September 2013

Before making your request you are advised to consider the following information.

1. Absence from learning has been proven to adversely affect children's academic progress
2. Genuine illness will be authorised, although the school reserves the right to ask for confirmation from a medical professional if a child's absences are above the amount expected for a usually healthy child. Unacceptable reasons for absence will be classed as unauthorised
3. Only in exceptional circumstances will a request for absence from school be authorised and this will only be for a very short period of time

Examples of this would be:

- Funeral of an immediate relative - 2 days
 - Religious observation on days officially set apart by the religious body to which the parents belong - 1 day
 - Close family wedding - 1 day
 - Medical appointments which cannot be arranged outside the school day
4. All requests should provide details and reasons why the absence is considered to be exceptional. The Headteacher, in accordance with the above criteria agreed by Crawley Primary Headteachers, will determine if the absence will be authorised
 5. Family holidays do not meet the criteria for exceptional circumstances. Consequently, absence for holidays will not be authorised and will be recorded as unauthorised
 6. If a child has 5 or more days of unauthorised absence, a Fixed Penalty Notice fine will be issued to both parents for each child
 7. In *very* exceptional circumstances, pupils could be granted twenty days, unauthorised absence. After that, pupils may be removed from the roll. On return, parents will need to reapply for a place through West Sussex County Council Admissions (North). A place cannot be guaranteed at the current school
 8. The number of days absence incurred will be noted in your child's personal records, including the end of year report. Your child's attendance history is part of their school records

Unauthorised absence of 5 or more school days may result in parents being issued with a Fixed Penalty Notice fine (£60 per child, per parent). This will automatically happen for holidays taken in term time.



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This form must be handed into the school office **before** the date of the proposed absence

Where possible, this should be at **least 3 weeks** before the proposed absence

Please read notes on reverse before completing this form

If the absence is unauthorised, you may be liable for a Fixed penalty Notice fine

I am writing to request authorisation for my child's forthcoming absence.

Child's name: Class:

The dates of the proposed absence from school are:

from: to [inclusive]

Total number of school days requested

The reason for making this request during term time is fully explained as follows :-
(Provide details and reason here explaining why the absence is 'exceptional')

I have enclosed a copy of a relevant document to support my request e.g. a letter of special invitation

I have read the information on the back of the letter so understand that absence will only be authorised for exception and unavoidable circumstances and that holidays will not be authorised

Parent/carers name: Signature:

Date:

For School use:	Date received:	Attendance %:
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Has been authorised

Has not been authorised

SIGNED: _____

DATE: _____

Headteacher: L. Welham

Reason: