

## Request for Withdrawal from Learning

The Department for Education allows a Head Teacher the discretion to consider authorising a holiday in term time only in exceptional circumstances. The Senior Leadership Team have discussed how we might define exceptional circumstances and have decided that there are only five reasons that the school can authorise absence from school. These are as follows:

- The return / leave of Service Personnel
- The marriage of a student's parents
- A funeral of an immediate family member
- An examination / test for extracurricular activities due to be taken by the student where the date cannot be moved outside of term time □ A religious holiday

If you consider that your request for absence fits into the exceptional circumstances stated above, you will need to request the absence from the Head Teacher by completing a Withdrawal from Learning Form at least 14 days in advance of the planned absence. A response will be sent to you as soon as possible. The Head Teacher can take into account your child's previous record of attendance. If the absence is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised.

The Department for Education now defines a persistent absentee as a student who, at any point in the year, has accumulated absence of 10% or more of the available sessions. This equates to just six days per term, regardless of whether any of the absence is authorised. We are obliged as a school to notify the East Sussex Behaviour and Attendance Service of all children whose attendance falls below 90%. In the case of unauthorised absence, the East Sussex Behaviour and Attendance Service may issue a Penalty Notice to each parent. A Penalty Notice is a fine of £60.00 which increases to £120.00 if not paid within the first 21 days. Thereafter, if the Penalty Notice remains unpaid this may result in legal action.

-----✂-----

### Request for Withdrawal from Learning

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date of withdrawal from learning: \_\_\_\_\_ Date of return: \_\_\_\_\_

Time of leaving: \_\_\_\_\_ Time of return (if applicable): \_\_\_\_\_

Total no. of school days missed: \_\_\_\_\_

Please detail the exceptional circumstances and reason for withdrawal from learning:

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to the School Office for the attention of the Head Teacher at  
least 14 days in advance of the planned absence.**

*Address and Registered Office:* Compton Place Road, Eastbourne, East Sussex BN20 8AB  
Tel: 01323 400650 info@gildredgehouse.org.uk www.gildredgehouse.org.uk

Gildredge House Free School is a company limited by guarantee. Registered in England and Wales No: 8436285