



Withdrawal from 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 a fortnight and is designated persistent absence.**

Absence for holiday will not be authorised unless in exceptional circumstances

Parent/Guardian Name and Address	Guidance
	- Headteachers may not grant absence for holidays during term time – 'any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave' - If a family choose to take their child/children out of school for a holiday they may be subject to a Fixed Penalty Notice. If unauthorised absences reach 10 sessions (a session is half a day so 10 sessions is equal to 5 days) then you will be referred for a Fixed Penalty Notice from West Sussex County Council (currently £160) - This form should be completed for all medical appointments/withdrawals from learning
How to use this form	
- Use for all absences other than sickness Return form to school in advance of requested absence - Use a separate form for each child and each absence	
PARENT/GUARDIAN TO COMPLETE THIS SECTION	
Name of Child:	Class:
Is this the first request for absence this academic year?	YES/NO
Dates requested:	No. of school days requested:
Reason for absence:	
Signed:	Date:
SCHOOL OFFICE TO COMPLETE THIS SECTION	
Current Attendance: %	Green More than 95% Satisfactory Amber 85% to 95% Needs improvement Red Less than 85% Unsatisfactory
Days off Sick: Holiday taken: Medical Absences:	
Colour code: Green/Amber /Red	
HEAD TEACHER TO COMPLETE (ON BEHALF OF GOVERNING BODY)	
Your request is approved and the absence set out above is duly authorised	
Your request is not approved If the pupil is absent as proposed above you may be subject to a Fixed Penalty Notice and it will be recorded as unauthorised for the following reason:	
Reason:	
Signed:	Date: