



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: %	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Green</td> <td style="width: 30%;">More than 95%</td> <td style="width: 40%;">Satisfactory</td> </tr> <tr> <td>Amber</td> <td>85% to 95%</td> <td>Needs improvement</td> </tr> <tr> <td>Red</td> <td>Less than 85%</td> <td>Unsatisfactory</td> </tr> </table>	Green	More than 95%	Satisfactory	Amber	85% to 95%	Needs improvement	Red	Less than 85%	Unsatisfactory
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:									