

# EDWALTON PRIMARY SCHOOL



Head Teacher Mr D Graney

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## APPLICATION FOR WITHDRAWAL FROM LEARNING

Pupil's Name..... Class.....

I would like to withdraw my child from learning on the following dates:

First day of absence..... Date of return to school.....

Total number of days learning will be missed.....

Please explain the reasons why it is necessary for your child to miss the learning provided by the school on these days.

.....  
.....

Please note that the school cannot authorise any time off school unless it is for a one off / exceptional reason. All holidays will be unauthorised. Should you choose to take your child away from school in term time it will not be authorised unless it meets the recommended guidelines. Children with school attendance which falls below 95% are monitored closely. Children whose attendance falls below 90% are classed as Persistent Absentees based on Government guidelines. Persistent lateness or absence from school will result in Parents/Carers being required to attend an Attendance meeting with the school. Our School Attendance Policy and Guidance states that the school can now request the Local Authority to issue Penalty Notices and/or prosecution to parents for the following:-

- Persistent absence
- Holidays during school time
- Persistent lateness

Name of Parent/Carer..... Date of notification.....

Signed.....

Contact details whilst absent (Current advice required that we have contact details for any child who is not in school, if different from the home address) Address whilst absent:

.....  
.....

Phone number: .....

\_\_\_\_\_ Please return to school office – thank you \_\_\_\_\_

Child's name ..... Headteacher's signature .....

Authorised/Unauthorised

In the 2024/25 Academic Year your child has already taken.....days Percentage attendance.....

