**Withdrawal from Learning Request Form**

It is school policy that leave of absence taken during term time will **not be** authorised under any circumstances.

The school may authorise up to 5 days in exceptional circumstances, but this would be at the discretion of the Headteacher and on an individual basis.

If you have chosen to withdraw your child from learning, notifications should be made by completing the details below in full and returned to the school office at least 2 weeks before, along with a copy of your flight booking, if applicable. (The flight details should include date booking was made, date of leaving and date of return to the UK). If you feel that the request is because of exceptional circumstances, you will be asked to provide additional information and a decision will be made by the Headteacher.

A penalty notice will be issued by the local authority, per child, per parent for unauthorised absences of 5 days or more:

* The first penalty notice issued to a parent will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
* A second penalty notice issued to the same parent in respect of the same child is charged at a flat rate of £160 if paid within 28 days.
* A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Where the threshold is met for a third time within those 3 years, alternative action will be taken.
* Once 3 years has lapsed since the first penalty notice was issued a further penalty notice can be issued.
* Failure to pay the penalty notice will result in court proceedings.

If your child is absent for over 20 days, you will lose your child’s school place and will be required to reapply through the Local Authority. There is a waiting list of children requiring a school place. Please be aware that there is no guarantee a place will be available on your return.

Please complete the information below and return to the Attendance Manager at [n.whitaker@claycots.com](mailto:n.whitaker@claycots.com).

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| Name of child: |  | Class: |  | | | |
| Date from: |  | Date to: |  | | No of Days: |  |
| Reason for absence: | | | | | | |
| If applicable, confirmation of flight booking is attached (must show date flights booked along with date of travel and return) | | | | | Please tick: | |
| If applicable, relevant supporting documentation is attached that may support my request. | | | | | Please tick: | |
| I understand that if I withdraw my child from education for 5 days or more and it is not authorised by the Headteacher, I will be fined by the Local Authority. | | | | | Please tick: | |
| I understand that if I withdraw my child from education for 20 days or more, I will lose my child’s school place. | | | | | Please tick: | |
| Parent’s name |  | Signature | |  | | |
| Date: | | | | | | |