

Thakeham Primary School

Withdrawal from Learning Request form



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 per fortnight.**
 All schools are expected to achieve an overall rate of **95% or above**
attendance. Our school target is 97%

Guidance:

There is **no** entitlement to any leave of absence during term time unless there are exceptional and compelling circumstances.

- The application should be made following a meeting with the Headteacher in advance and **at least five days before the first day of absence if possible.**
- Please use a separate form for each child and each absence.
- **Please cancel any ISS hot meals booked via the FEED app for any pre-booked absences.**

Parent/Guardian to complete this section:

Name of Child:		Class:	
Is this the first request for absence this academic year?		Yes / No	
Do you have a child at another STARS school? Yes/No		School:	
First Day of Absence:		Number of school days requested:	
Final Day of Absence:			
Reason: <i>Please give information about your request for absence.</i>			
Signed:		Date:	

School Office to complete this section:

Our school attendance target is 97%

Last Year Attendance	%	Green	Green (More than 95%)	Satisfactory
		Amber	Amber (85% to 95%)	Needs Improvement
Current Attendance	%	Green	Red (Less than 85%)	Unsatisfactory
		Amber		
		Red		

Head Teacher to complete this section:

Your request is approved and the absence as set out above is authorised.	
Your request is not approved and the absence as set out above is unauthorised.	
Signed:	Dated:

Regular attendance at school is important for your child's education and is a legal requirement. Responsibility for this rests with the parents. Only the school, not the parents, can authorise absence.

Government guidelines state that children may only be absent for the following reasons:

- Illness and treatments (e.g. dentist, opticians)
- An organised educational course
- An organised sports competition or approved public performance
- Family bereavement or exceptional family circumstances
- Days of religious observance

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To discuss a leave of absence, a meeting must be arranged with the Headteacher in advance.