

# 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 Chartwells meals booked via ParentPay 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 <b>school</b> 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.