Withdrawal from Learning Application:
For Exceptional Circumstances

Did you know that across the year there are just 190 school days? That means there are already 175 days set aside for weekends, holidays, family visits and rewarding days out. We believe every school day counts to give your child the greatest opportunity of attaining a good education and to support a happy and healthy future.

With 175 days already marked out as 'non-school-days', you should have an exceptional reason to withdraw your child from school. The following are not considered to be exceptional circumstances and are likely to be rejected and unauthorised:

- **Trips to visit family/friends**
- **Your child's birthday**
- **Cheaper family holidays**
- **Tickets to sports/culture events**

100% is recognised as an expected level of school attendance. Five days of school equates to 25 hours of learning, catching up with extra work out of school is unrealistic.

The vast majority of headteachers do not authorise any absence in term time, in fact, many schools refused 100% of requests last year. We strongly recommend you discuss your absence request with the school in the first instance.

Think twice about whether you want to proceed. Your child has the right to a full-time education and the opportunities that this can bring. We hope that you will work in partnership with us to make sure that your child attends school every day, allowing them access to the education they deserve.

To be completed by parent/carer:

Child's Name: …….. Tutor Group/Class ……

Date of withdrawal from learning: ……

Date of return to learning: ……..

Total number of learning days missed: ……

Reason for absence:……...

……

……

Declaration:-

By completing and submitting this form I understand that if the request is unauthorised the Legal Interventions Team at East Sussex County Council will be notified of the absence taken and a legal intervention may be instigated in the form of a Penalty Notice. I also understand that if a Penalty Notice is issued it will be to each parent for each child taken out of school. I also acknowledge the following:-

- *A limit of no more than 2 penalty notices will be issued to the same parent for the same pupil within a 3-year rolling period will apply from 19 August 2024.*
- *The first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days.*
- *Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.*
- *A third penalty notice will not be issued within a 3-year period. Therefore, in cases where the threshold is met for a third (or subsequent) times within those 3 years, a penalty notice cannot be issued, and alternative action will be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.*
- *I understand that if I do not pay the penalty notice this will result in legal action.*

Name of Parent/Carer:……..

Signed: ……

Date: ……..

Home Address: ……

……

Head teacher decision:

Name of child: …….…… Class/Year Group……

Date decision form sent home: ……

☐ **Authorised:** Your request has been authorised for the following dates: ……/…../…… to ……/……./……..

☐ **Unauthorised:** Your request has been unauthorised for the following dates: ……/……./…… **to** ……../……../……..

☐ **A Penalty Notice WILL / WILL NOT be requested** (delete as appropriate)

Head teacher signature ……

Date: … ……