

WITHDRAWAL FROM LEARNING

Dear Parents/Carers

Children and families have 175 days off school to spend time together, including weekends and school holidays. At Cavendish, we rightly prioritise attendance as we believe your child has the right to a full time education and the opportunities that this can bring.

The Department for Education regulations state that Head teachers may not grant any leave of absence during term time unless '**exceptional circumstances**' exist. The regulations also state that head teachers should determine the number of days a child can be away from school **if** leave is granted.

Please complete the form on the reverse of this notification. If you consider that your request to withdraw your child from learning falls into the exceptional circumstances category, please attach any supporting documents and **return it to the Attendance Office** prior to withdrawing your child from learning. You may be asked to provide further details or evidence of exceptional circumstances. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance and you nevertheless withdraw your child from learning, the absence will be recorded as unauthorised. **Trips to visit family or friends or cheaper holidays are not considered exceptional circumstances.**

Any withdrawal from learning will disrupt a pupil's learning. You may consider withdrawing a pupil from learning to be educational but pupils miss out on the teaching that their classmates receive, are unprepared for lessons which build on the teaching they have missed and can struggle to catch up with their work.

100% attendance is recognised as an expected level of school attendance. If your child is out of school for 3 days each term, then their attendance is below 95%. Should your child need time off due to illness, this figure will quickly become even lower.

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 and I hope you will support our efforts to do this.

Yours sincerely



P Marchant
Head teacher

Executive Headteacher: Mr P J Marchant BA | Cavendish School, Eldon Road, Eastbourne,
East Sussex, BN21 1UE

Telephone: 01323 731340 | e-mail: office@cavendish.e-sussex.sch.uk | www.cavendishschool.net

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Its registered office is at Cavendish School, Eldon Road, BN21 1UE

APPLICATION TO WITHDRAW A PUPIL FROM LEARNING

Please complete this form and return to the school prior to the absence.

Pupil Name Tutor Group
 Home Address
 First day of absence Last day of absence
 Date of return to school Total number of days missed

Do you have a child in another school? Yes/No. If so, which school?

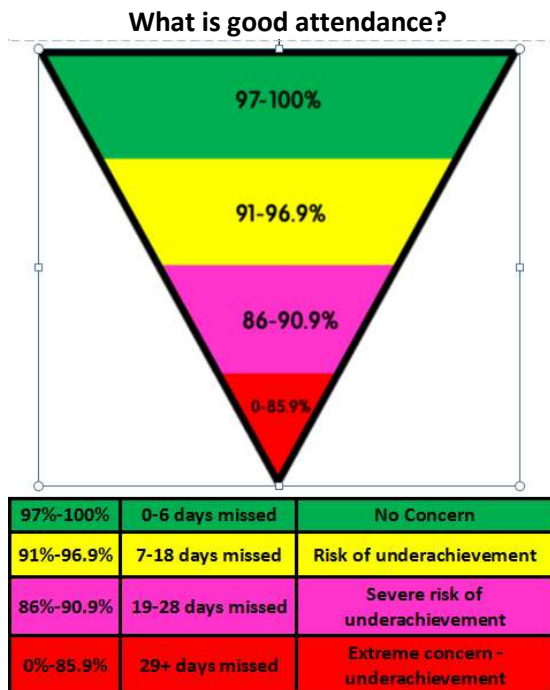
Reason for request/exceptional circumstances are as follows: (attach extra sheet if necessary)

I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.

Name of Parent/Carer making application

Signed Dated

(Please ensure, where possible, you are giving at least 14 days' notice of the proposed absence)



For Office Use only

Authorised	
Unauthorised - FPN	
Unauthorised – no FPN	
WFL Record	
SIMS	
Letter to Parent (date)	

Signed _____

Date _____