WITHDRAWAL FROM LEARNING REQUEST FORM: Academic Year 2020/2021

KEY DATES FOR 2020/2021

Key Stage 1 Assessments (**All Year 2 pupils**): 04.05.20-28.05.20
Key Stage 2 Test Week - SATs (**All Year 6 pupils**): 10.05.21 -14.05.21
Phonics Screening Check (**All Year 1 and some Year 2 pupils**): 07.06.21 -11.06.21
It is important that children are in school when these assessments take place.

NAME OF CHILD: _____ Class: _____

NAME OF CHILD: _____ Class: _____

NAME OF CHILD: _____ Class: _____

I wish to withdraw my child(ren) from learning from _____ to_____
(insert first day of absence) (insert last day of absence)

Please specify the reason why this is necessary: _____

_____

_____*continue overleaf if required…*

Total number of school days requested *_____

SIGNED : _____ Date: _____
(Parent/Guardian)

*PLEASE NOTE:

There is no entitlement to Leave of Absence. Applications will be considered by the Headteacher and will only be authorised in exceptional circumstances. If you wish to make a case to justify such an absence please use the space overleaf.

The Local Authority WILL issue parents/s who take children/young people on unauthorised holiday in term time with a Penalty Notice. The Penalty Notice will be issued in line with the Local Code of Conduct (Section11) that states a Penalty Notice may be issued:
'where a parent has taken the pupil on holiday during term time without the schools' authorisation or (in cases where the school has authorised absence for a holiday) has failed to return to school on the date agreed with the school'.

For office use only:

Absences to date: ☐ Teacher aware ☐ Authorisation Codes: ☐ ☐

For school use only.

TOWERS INFANT AND JUNIOR SCHOOLS

To the parent(s) of _____ Class/Classes _____

Withdrawal from learning from _____ to _____

* I confirm that permission has been granted for leave of absence for …… days.

* Unfortunately I cannot give permission for leave of absence for ……days and this absence will be unauthorised. A penalty notice may be issued by the local authority.

Signed: _____ Date: _____
Ms L J Blurton, Head Teacher – Infant School / Mrs C D Hobbs, Head Teacher – Junior School