**REQUEST FOR WITHDRAWAL FROM LEARNING**

*Government Education Regulations (Pupil Registration amendment) 1st September 2013 state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.*

To: Mrs N Langtree, Headteacher, London Meed CP School

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class\_\_\_\_\_\_\_

Dates: from \_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_ No of School Days\_\_\_\_\_\_\_

Please indicate from the list of exceptional circumstances below the reason for your request for withdrawal from learning:

|  |  |
| --- | --- |
| Medical or dental appointments which cannot be arranged outside of the school day (appointment letter will be required). |  |
| Religious observance: parents/carers should give advance warning of absence if it is necessary for their child to take part in a day of religious observance. |  |
| Extreme Family emergency e.g bereavement. |  |
| Term Time Holiday – Parents please provide a letter on headed paper from your employer that states that you can only take holiday during term time. |  |
| Please detail here any other reason for absence: |  |

***Please continue overleaf, or on a separate sheet, if necessary.***

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Carer Date\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY:-**

To: Parent/Carer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your request is duly authorised. ⬜ Your request is not authorised. ⬜

Comments line………………………………………………………………………………………………………………………………………………….

Signed:-………………………………………………………Head teacher Date……………………