**REQUEST FOR WITHDRAWAL FROM LEARNING**

*We have recently received notification of new Government Education Regulations (Pupil Registration amendment) 2013 in relation to parents requesting absence for their children during term time. The amendments which come into force on 1st September 2013 make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.*

To: Mrs N Langtree Acting 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 appointment which can not be arranged outside of the school day (appointment letter will required). |  |
| Religious observance: parents/carers should give advanced 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 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.

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