

ASQUITH PRIMARY SCHOOL

WITHDRAWAL FROM EDUCATION

APPLICATION FORM



It is a legal requirement to obtain the permission of the head teacher before withdrawing your child from education for any reason including holidays during term time. Parents wishing to apply for leave for their child **MUST** contact school at least four weeks before the leave commencement date to make an appointment to meet with the head teacher, complete this form in full and take it along to the meeting.

The head teacher will make a decision as to whether to authorise the absence, being mindful of government regulations and Local Authority guidance. Where a request for leave is declined the absence will be recorded as unauthorised. An unauthorised leave of absence of more than 3 days (over any 6 week rolling period) may lead to parents/carers being prosecuted or issued with a penalty notice fine. The Local Authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement will be dealt with directly by the court.

Name of child:	Date of birth:	Class:	Home address including post code:

Parent/carer name:	Relationship to child:	Home address including post code:

Absence details and dates:

First day of absence (date):	Last day of absence (date):	Length of absence (school days):

Please state why leave must be taken during term time:

Full address and telephone number of where your child will be staying during leave period.

Date/time of meeting with the head teacher:	
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I confirm that the information on this form is true and I am aware that I may receive a penalty notice fine or be prosecuted for time that my child is absent from school that is not authorised by the head teacher. I agree to keep the school informed of any changes to arrangements or if my child is unable to return to school on the expected date.

Parent/carer name:	Parent/carer signature:	Relationship to child:	Date:

To be completed by the head teacher:

Meeting details

Date	Time
Persons present at meeting and relationship to child:	
Head teacher notes:	

Details of education withdrawals within the last calendar year:

Parent/carer made aware of consequences of taking unauthorised leave (penalty notice or prosecution)	Yes	No
Parent/carer made aware of impact to a child's educational progress if leave is taken during term time.	Yes	No
Parent/carer informed of potential consequences of failure to return on expected date.	Yes	No

Number of school days leave requested:	
Number of school days leave unauthorised by head teacher:	
Number of school days authorised by head teacher:	

Reason(s) for decision:

Head teacher name:	Head teacher signature:	Date: