**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: Miss F Dowley, 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:

|  |  |
| --- | --- |
| 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 eg. bereavement.  |   |
| 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……………………