WYNNDALE PRIMARY SCHOOL

REQUEST FOR WITHDRAWAL FROM LEARNING

TERM TIME ABSENCE

<table>
<tr><td colspan="2">Name of Child:</td><td colspan="2">Class:</td></tr>
<tr><td colspan="4">Please provide the names/s and addresses below of the parent/carers who will be taking the child on Leave of Absence:</td></tr>
<tr><td colspan="2">Name:

Address:

Parent DOB:

Parent email:

☐ Parental Responsibility</td><td colspan="2">Name:

Address:

Parent DOB:

Parent email:

☐ Parental Responsibility</td></tr>
<tr><td>Dates of school missed</td><td>From:</td><td>To:</td><td>Total School Days Missed:</td></tr>
<tr><td colspan="4">Reason(s) for requesting withdrawal from learning during term time:</td></tr>
</table>

☐ I have enclosed a copy of relevant documents to support my request, e.g. a special invitation letter.

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised. I understand that holidays will not be authorised and may result in being issued with a penalty notice fine (£80 per parent per child if paid within 21 days). A second absence within a 3 year period will be £160 per parent per child if paid within 28 days. A third absence within a 3 year period will be presented straight to Magistrates Court.

Signed by Parent/Carer: …… Date: ……

Print Name: ……

Relationship to child: ……