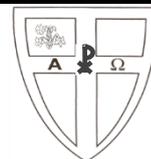


Withdrawal from Learning Form-Additional Notes



Please read these notes before completing the withdrawal from learning form:

- Please ensure you complete the form in full including the date your child will return to school.
- Please supply copies of any evidence for your request such as invitations, appointment letters etc.
- You may be asked to meet with the headteacher to discuss the request.
- Mrs O'Hara will decide whether your request will be authorised. You will receive a text message and a copy of the response slip confirming the decision.

Please remember absences will only be authorised if the request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional.

There is no entitlement to take a child out of school for a family holiday. The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short. Whether the absence is exceptional is at the head teacher's discretion based on their assessment of the situation and can vary from school to school.

Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the head teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason. If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Please remember there is **190 school days** in a year which leaves **175 non-school days** for families to spend time together, go on family visits and days out, go on holiday and attend routine medical appointments. A week absent for holiday and a week absent for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%. Please see below our attendance levels here at St Wilfrid's.

St Wilfrid's Catholic Primary School Attendance Levels:

96%+ Excellent

This will help all aspects of your child's progress and life in school. This will give them a good start in life and supports a positive work ethic.

94-95% Average

We will work with parents to continue to promote full attendance to move to excellent attendance.

90-94% Poor

Absence is now affecting attainment and progress at school. School contacts parent directly to seek ways of working together to improve attendance.

Below 90% Unacceptable

Absence is causing serious concern. It is highly likely to affect attainment and progress and is disruptive to the child's learning. Meetings between home and school to share strategies for improvement will be called.