



# Maidenbower Junior School

## PARENTAL REQUEST TO SCHOOL TO WITHDRAW A PUPIL FROM LEARNING

School Office only	
Date request received	
Date decision made	
Date response sent	

### SCHOOL OFFICE USE ONLY

Percentage Attendance (to date):

Number of Days requested:

Previous days authorised absence:  
(excluding illness)

Number of days authorised:  
(for this request)

FPN Required :    Yes     No

Attendance in previous years :

Previous days unauthorised absence:  
(including previous holidays)

Previous sickness days:

Number of days unauthorised:  
(for this request)

SIMS Updated \_\_\_\_\_

SIGNED :

Mr S Pike  
Head Teacher

DATED :

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## CRAWLEY PRIMARY SCHOOLS WITHDRAWAL FROM LEARNING

Child's Name:

Dates requested as absence from learning:

Has been authorised

Has not been authorised

### Reason for non-authorisation (to be highlighted):

- There is no legal entitlement to holidays during term time and this should be avoided if at all possible. They will automatically be classed as unauthorised absence.
- Previous/current attendance is less than 97%.
- The 'once in a lifetime' event could have reasonably been scheduled at another time.
- The period of absence requested exceeds that required for the 'unavoidable and exceptional event'.
- The reasons provided do not constitute 'exceptional circumstances'.
- Other:

SIGNED:

DATE: