

# **BOURNE COUNTY PRIMARY SCHOOL**

## **WITHDRAWAL FROM LEARNING POLICY**

### **1 Principles**

- 1.1 East Sussex County Council Education Welfare Team and Bourne Primary School strongly discourage absence from school unless absolutely essential, in keeping with the school's aim to maximise the potential of all pupils.

### **2 Procedures:**

- 2.1 Every request for leave of absence, other than for minor appointments, is for the headteacher to consider. In making any decision, the headteacher will take into account the family's circumstances and balance these with his duties toward the effective management of the school and the welfare of the child.
- 2.2 The Governing Body, through the headteacher, will communicate the school's expectations and its procedures to parents:

### **3 Exceptional Leave of Absence**

- 3.1 Only in exceptional circumstances will a request for a withdrawal from learning be considered by the school during term time.
- 3.2 The headteacher may refuse the whole period requested by a pupil's parents, grant part of the period and refuse the remainder, or grant the whole of the period requested.
- 3.3 A letter refusing a request will explain the reasons for the refusal and what action will be taken if the parents ignore the refusal and keep their child away.
- 3.4 The headteacher will have discretion to allow up to 5 days, absence in a school year for a child/children if s/he believe that the circumstances warrant it, namely:
  - for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
  - when a family needs to spend time together to support each other during or after a crisis
- 3.5 Compassionate leave of up to one school week may be granted for pupils who suffer the bereavement of an immediate family member, not including grandparents, and these requests will be dealt with on an individual basis.
- 3.6 Compassionate leave of one day may be granted so that a pupil may attend the funeral of a member of their immediate family, although evidence of this will be required

### **4 Refusal of Leave:**

- 4.1 The school will not authorise any request for leave during term time, apart from the exceptions listed in 3.4
- 4.2 Any leave of absence will not be authorised in the following circumstances:
  - Where economic factors are cited – cheap package holidays or air fares.
  - During National Examinations - No arranged period of absence will be authorised for any child who would be taking national examinations such as Y2 and Y6.
  - Where a child's attendance has fallen below 95% in the last 12 months

### **5 Permission to Withdraw a Pupil from Learning:**

- 5.1 Where, in exceptional circumstances, permission is granted the headteacher will state in writing:
- the expected date of return;
  - that the parents are expected to contact the school if anything delays the pupil returning to school when expected;
  - what action will be taken if the pupil fails to return when expected.

## **6 Failure to Return From Absence**

- 6.1 Where a pupil fails to return as agreed, the headteacher may take advice from the Education Support Behaviour and Attendance Service, which could result in children being removed from the school roll
- 6.2 The Pupil Support Officer and the Assistant Headteacher for Inclusion will ensure that there was no good reason for the pupil's absence, such as disrupted travel arrangements or illness, before deleting the pupil. These may require evidence.
- 6.3 The school and the Education, Support, Behaviour and Attendance service will make reasonable enquiry to locate the pupil before the deletion is made.
- 6.4 The school will delete the pupil from the school registers and transfer the pupil's information to the Children Missing Education (CME) Database.
- 6.5 If the pupil is located, the school will take steps to address the reasons for the pupil's failure to attend, accessing support from other agencies where appropriate.

## **7 Travellers**

- 7.1 Travellers are recognised as a distinct ethnic minority. They move around as part of their trade or business and the children usually travel with them. *People who are on extended holidays, including those on "world tours", are not included in the definition of travellers.*
- 7.2 When travellers' children are unable to attend school because they are travelling, and this has been agreed with the relevant services, the absence should be marked as authorised using Attendance Code T.
- 7.3 Travellers will be encouraged to access education whilst travelling and, if they attend educational provision through registration at another school or specialist provision, they can be marked as "present at approved educational activity"
- 7.4 The headteacher may refer cases to the Travellers Service and Education Welfare Team for advice.

## **8 Record-keeping**

- 8.1 The school will keep records of authorisations and refusals on file for future reference in the event of complaint or, indeed, further applications. Reasons for the decision reached will be kept in order to ensure consistency of approach.

## **9 Fixed Penalty Notices**

- 9.1 Parents who take their children on holiday without the school's consent, will be issued with a Fixed Penalty Notice from the Education, Support, Behaviour and Attendance Service of £60 per parent for each child. Parents who fail to pay will be subject to criminal prosecution.

## **I0 Monitoring and Review**

- I0.1 This policy is monitored on a day-to-day basis by the Headteacher, who reports to the Governing Body about its effectiveness.
- I0.2 The governor with responsibility for attendance will monitor attendance three times a year
- I0.3 Termly attendance data is reported to governors through the headteacher's reports.
- I04 This policy will be reviewed every two years

Appendix 1: Holiday Request Flow Chart

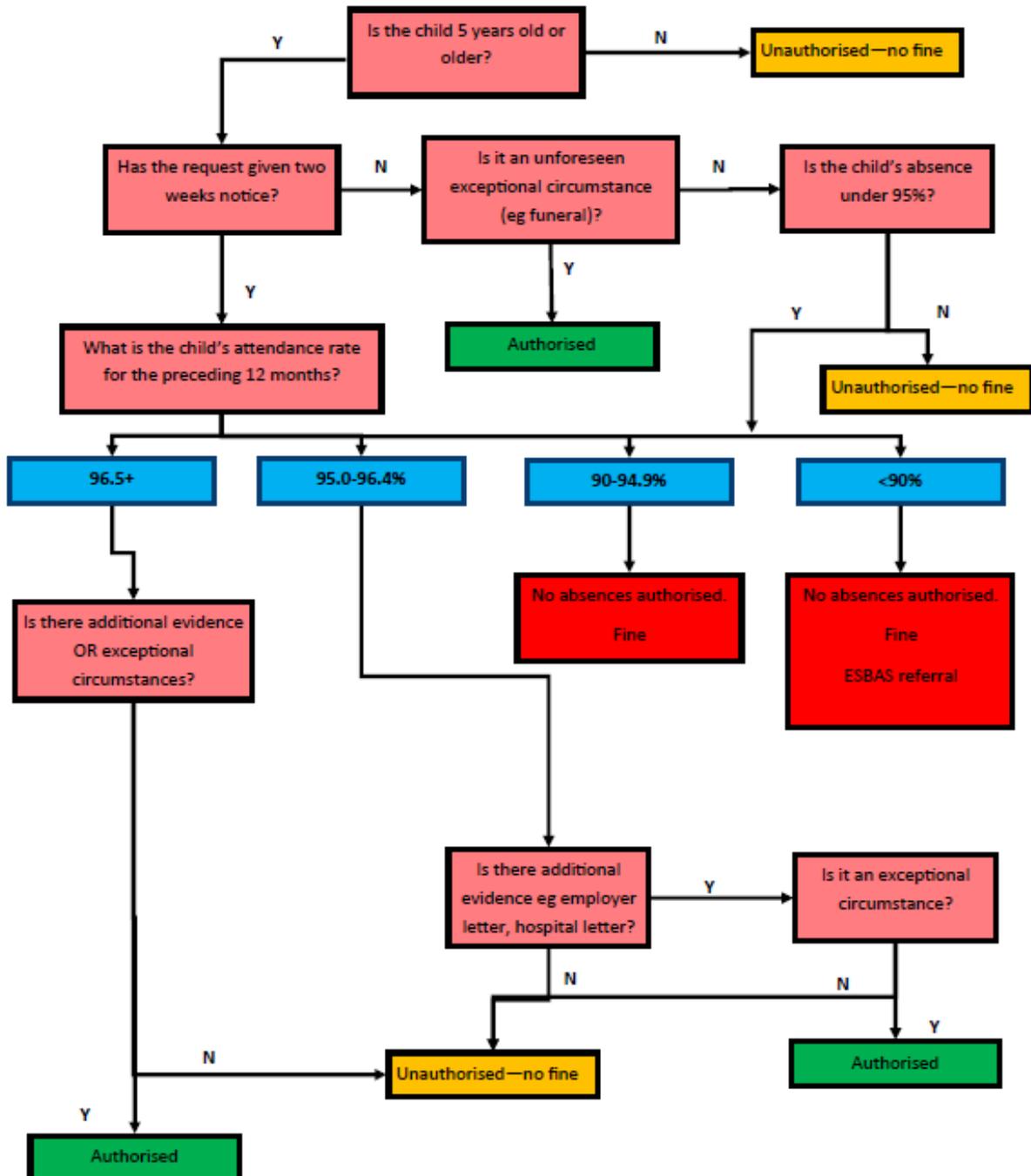
Appendix 2: Request for Withdrawal from Learning Form

# APPENDIX I: HOLIDAY REQUEST FLOW CHART



## Guidelines for absence requests

When an absence request is received the following flow chart will be used:



## APPENDIX 2: REQUEST FOR WITHDRAWAL FROM LEARNING FORM



### Withdrawal from Learning Application: For Exceptional Circumstances

Did you know that across the year there are just 190 school days? That means there are already 175 days set aside for weekends, holidays, family visits and rewarding days out. We believe every school day counts to give your child the greatest opportunity of attaining a good education and to support a happy and healthy future.

With 175 days already marked out as ‘non-school-days’, you should have an exceptional reason to withdraw your child from school. The following are considered illegitimate reasons and are likely to be rejected and unauthorised:

- Trips to visit family/friends
- Your child’s birthday
- Cheaper family holidays
- Tickets to sports/culture events

100% is recognised as an expected level of school attendance. If your child is out of school for 3 days each term, then their attendance is below 95% and they’re spending more days out of school than in it! Should your child need time off due to illness, this figure will quickly become even lower. Because five days of school equates to 25 hours of learning, catching up with extra work out of school is unrealistic. From a young person’s perspective, missing schools means:

- Missing out on fun projects and school activities
- Struggling to catch up on work
- Disconnecting with school friends

The vast majority of headteachers do not authorise any absence in term time, in fact, many schools refused 100% of requests last year.

Think twice about whether you want to proceed.

WHAT IS GOOD ATTENDANCE?					
190 days	180 days	178 days	163 days	161 days	143 days
100%	95%	94%	86%	85%	75%
Good 		Worrying 		Serious Concern 	
Only 1-2 day missed per term		Between 3-8 days missed per term		More than 9 days missed per term	

**To be completed by parent/carer:**

Childs Name..... Tutor Group/ Class .....

Date of withdrawal from learning..... Date of return to learning.....

Total number of learning days missed.....

Reason withdrawal from learning is requested:

Your child has the right to a full time education and the opportunities that this can bring. We hope that you will work in partnership with us to make sure that your child attends school every day, allowing them access to the education they deserve.

***I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified of the absence taken and a legal intervention may be instigated in the form of a Penalty Notice. If a Penalty Notice is issued it will be to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.***

**Name of Parent/Carer** .....

Signed:..... Date: .....

Home Address  
.....  
.....

*This form will be submitted to the head teacher for review. A senior member of staff will conduct a telephone interview with you to discuss the request and to confirm the decision.*

---

**Head teacher decision:**

Name of child:..... Class..... Year Group.....

Date of telephone interview:.....

Date decision form sent home:.....

**Authorised: Your request has been authorised for the following dates: .../.../... to .../.../...**

**Unauthorised: Your request has been unauthorised for the following dates: .../.../... to .../.../...**

**Request to ESBAS attaching telephone interview log**

Head teacher signature..... Date:.....