|  |  |
| --- | --- |
| Name of Child |       |
| Year Group |       |
| Class Teacher |       |

|  |
| --- |
| I would like to withdraw my child(ren) from school-based learning on the following dates |
| First date of absence |       |
| Date of return to school |       |
| Total number of days learning which will be missed |       |
| Please explain the reason(s) why it is necessary for your child to miss the learning provided by the school on these days  |       |

|  |
| --- |
| In line with DfE guidance (updated 08/24), Aspire schools will only grant leave of absence for specific circumstances set out in regulation 11 of the 2024 attendance regulations. These circumstances are clearly set out in Working together to improve school attendance, they include:* A temporary, time-limited part-time timetable: where the child is of compulsory school age and
* Exceptional circumstances: All schools can grant leave of absence for other exceptional circumstances at their discretion. It must be requested in advance by a parent who the child normally lives with.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be exceptional circumstances. Term time holidays will not be permitted in any of our Aspire academies, unless the reasons are genuinely exceptional e.g. for a religious festival, to visit a dying relative or attend a wedding of a close family member.**The Yearly Attendance Target is 97+% as set by school Governors**[**https://st-peters-cofe-academy.secure-primarysite.net/attendance-late-absence-procedures/**](https://st-peters-cofe-academy.secure-primarysite.net/attendance-late-absence-procedures/)[**https://www.eastbridgfordstpeters.co.uk/special/trust-policies/**](https://www.eastbridgfordstpeters.co.uk/special/trust-policies/) |
| SIGNED (PARENT/GUARDIAN) |       |
| DATE |       |

|  |  |
| --- | --- |
| *AUTHORISED / UNAUTHORISED* | *Attendance this year to date %* |
| *Head Teacher’s signature/date* |  |