Archbishop Cranmer Church of England Primary Academy
School Lane, Aslockton, Nottinghamshire
NG13 9AW
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Head Teacher: Mrs Melanie Stevens
Assistant Heads: Miss Robinson & Mrs Hodgson
Business Manager: Mrs Tracy Strutt

'Striving for Life in all its Fullness'

Request for Withdrawal from School Based Learning.

Pupil's Name ……Year…….…… Class teacher……

I would like to withdraw my child(ren) from school-based learning on the following dates:-

First day of absence …… Date of return to school ……..……

Total number of days learning to be missed ……

Please explain the reason(s) why it is necessary for your child(ren) to miss the learning provided by the school on these days:

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Please note that the school cannot authorise any time off school unless it is for a one off / exceptional circumstance. e.g. family wedding, funeral, armed forces time off. A family holiday is not deemed exceptional to authorise unless there are individual circumstances around this. Should you choose to take your child(ren) away from school in term time, it will not be authorised unless it meets the recommended guidelines. Children with poor attendance are monitored closely. Persistent lateness or absence from school will result in parents / carers being required to attend an Attendance Meeting with the Head Teacher.
Yearly Attendance Target is 97+% as set by school Governors.

Name of Parent / Carer ……Date of request ……

Signed …… (please return this form to the school office)

Attendance to date _____% Authorised / Unauthorised

Head Teacher's signature …… Date ……

OFFICE USE ONLY	COPY TO PARENT / CARER		COPY ON PUPIL FILE		ARBOR UPDATED	