

## WITHDRAWAL FROM LEARNING APPLICATION

### NOTICE TO PARENTS/CARERS

Dear Parents/Carers,

At Robertsbridge Community College, we believe learning time is precious and directly linked to student's achievement. For this reason, we strongly discourage parents/carers from taking their children out of school for holidays during term time, as it really does affect the continuity and quality of your child's education. Holidays in term-time will never be authorised. We are under obligation to report all term time holiday to East Sussex County Council who may issue fines.

If you need to take your child out of school for any reason, you will need to complete the Withdrawal from Learning Application form and return it to the School Office. Please understand that leave during term time is not a right and can only be granted by the Headteacher in exceptional circumstances. If you take your child out of school without permission, you may be in breach of section 444(1A) of the Education Act 1996 and your child may be referred to the Education Support, Behaviour and Attendance Service.

The Department for Education has amended the regulations and guidance in relation to absences in term-time. There is no automatic right to take your child out of school during term time.

The Department for Education will only allow a headteacher to grant a leave of absence if there are exceptional circumstances. In determining whether or not an absence in such circumstances can be authorised, it is for the headteacher to determine the number of days a student can be away from school if the leave is granted.

All absence requests must be completed on the Withdrawal from Learning Application form. This should be returned to the School Office a minimum of 14 days before the start of the absence.

I hope you will support our efforts to raise attendance and attainment at Robertsbridge Community College.

Yours sincerely,

Mrs Alison Eggleston  
Attendance/Education Welfare Officer