



Blackboys CE Primary School
School Lane
Blackboys
Uckfield
East Sussex
TN22 5LL

September 2025

Withdrawal from Learning Application Exceptional Circumstances

Dear Parents / Carers

As you will be aware, we take learning very seriously at Blackboys CEP School.

Declaration:-

By completing and submitting the attached form I understand that if the request is unauthorised the Legal Interventions Team at East Sussex County Council may be notified of the absence taken and a legal intervention may be instigated in the form of a Penalty Notice. I also understand that if a Penalty Notice is issued it will be to each parent for each child taken out of school. I also acknowledge the following:-

- *The first penalty notice issued to the parent(s) will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days.*
- *Where it is deemed appropriate to issue a second penalty notice to the same parent(s) for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.*
- *A third penalty notice will not be issued within a 3-year period. Therefore, in cases where the threshold is met for a third (or subsequent) time within those 3 years, an alternative action will be taken instead. This will include considering prosecution but may include other tools such as one of the other attendance legal interventions.*
- *I understand that if I do not pay the penalty notice this will result in legal action.*

Yours sincerely

Mr G Sullivan
Headteacher