



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

Withdrawal from Learning Application for Exceptional Circumstances

To be completed by parent/carer:

Child's Name: Tutor Group/Class

Date of withdrawal from learning:

Date of return to learning:

Total number of learning days missed:

Reason for absence:.....

.....

.....

Name of Parent/Carer:.....

Signed:

Date:

Home Address:

Head teacher decision:

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

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/...../.....

A Penalty Notice WILL / WILL NOT be requested (delete as appropriate)

Head teacher signature

Date:

OFFICE USE ONLY:	
DATE REQUEST FOR LEAVE COMMUNICATED TO PARENT/CARER	
SENT TO THE ADDRESS OF	
VIA (EMAIL/POST) & DATE	