



Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'

Headteacher: Mrs J Holden

Derwent Drive, Slough
Berkshire, SL1 6HW

Tel: 01628 661886



Withdrawal from Learning Request Form

It is school policy that leave of absence taken during term time will **not be** authorised under any circumstances. The school may authorise up to 5 days in exceptional circumstances, but this would be at the discretion of the Headteacher and on an individual basis.

If you have chosen to withdraw your child from learning, notifications should be made by completing the details below in full and returned to the school office at least 2 weeks before, along with a copy of your flight booking, if applicable. (The flight details should include date booking was made, date of leaving and date of return to the UK). If you feel that the request is because of exceptional circumstances, you will be asked to provide additional information and a decision will be made by the Headteacher.

Parents will be issued with a penalty notice if your child has an unauthorised absence of 5 days or more. This will be £60.00 per parent, per child, if paid within 21 days or £120.00 per parent, per child, if paid within 28 days. Failure to pay the penalty notice will result in court proceedings.

If your child is absent for over 20 days, you will lose your child's school place and will be required to reapply through the Local Authority. There is a waiting list of children requiring a school place. Please be aware that there is no guarantee a place will be available on your return.

Please complete the information below and return to the Attendance Officer at attendance@olopprimary.co.uk

Date:		
Name of child:		
Class:		
Date of absence:	From:	To:
No of days:		
Reason for absence:		
If applicable, confirmation of flight booking is attached (must show date flights booked along with date of travel and return)		
If applicable, relevant supporting documentation is attached that may support my request.		
I understand that if I withdraw my child from education for 5 days or more and it is not authorised by the Headteacher, I will be fined by the Local Authority.		
I understand that if I withdraw my child from education for 20 days or more, I will lose my child's school place.		
Parent's name		
Signature of Parent		

Email: post@olopprimary.co.uk

<http://www.olopprimary.co.uk>

In partnership with The Diocese of Northampton and Slough Borough Council, Department of Education
Our Lady of Peace Catholic Primary and Nursery School has a commitment to safeguarding and promoting the welfare of children



We're working
towards Artsmark
Awarded by Arts
Council England



Artsmark
Silver Award
Awarded by Arts
Council England