

# Our Lady of Peace Catholic Primary and Nursery School

**'With Christ in our hearts, together we grow'**

Headteacher: Mr N Stopps



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.

The first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days, this will be reduced to £80 per parent per child if paid within 21 days.

If the second offence is within 3 years of the first offence, the second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days No reduction for early payment.

If a Third offence onwards and within 3 years of the first offence is committed for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child. Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education.

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 overleaf and return to the Attendance Officer at [attendance@olopprimary.co.uk](mailto:attendance@olopprimary.co.uk)

Email: [post@olopprimary.co.uk](mailto: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

## Withdrawal from Learning Request Form

Date:		
Name of child:		
Class:		
Date of absence: No of days requested:	From:	To:
Reason for absence:		
If travelling abroad, please confirm the country you are visiting, and confirmation of booking		
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 and signature		
<p><b>Headteachers Decision</b></p> <p>Authorised: Your request has been authorised for the following dates:            ...../...../..... to ...../...../.....</p> <p>Unauthorised: Your request has been unauthorised for the following dates:            ...../...../..... to ...../...../.....</p>		
Head teacher signature:		Date: