



# Marling School

An 11-18 Grammar School for Boys

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Email: [adminoffice@marling.gloucs.sch.uk](mailto:adminoffice@marling.gloucs.sch.uk)

## REQUEST TO TAKE A SCHOOL CHILD OUT OF SCHOOL DURING TERM TIME

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away but they are also less well prepared for lessons upon their return. This may have an impact upon progress and achievement that we would seek to avoid.

Student's Name .....

Form .....

Date of Birth .....

I would like to take my son out of school for the following activity:

Dates – From ..... To .....

The special circumstances that warrant this request are:

Signed ..... (Parent/Carer)

Relationship to Child .....

This form must be completed and returned to the main school office no less than 2 weeks before the planned absence (Email to [adminoffice@marling.gloucs.sch.uk](mailto:adminoffice@marling.gloucs.sch.uk)).

Time off school is not a right, holidays are granted at the school's discretion.

Please note that school absence is monitored by the Education Welfare Service who may issue a Penalty Notice of up to £100 (Section 444 (A) of the Education Act 1996) in some cases of unauthorised absence.

### FOR OFFICE USE:

Lead Tutor/Head of Key Stage Comments

Current Attendance% ..... Lates .....

✂ .....

### RESPONSE SLIP

Authorised

1<sup>st</sup> Day only Authorised

Unauthorised

Headteacher's comments: .....

.....

Signed ..... Headteacher Date .....

*Raising Aspirations, Inspiring Excellence, Succeeding Together*

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