



Marling School

Headteacher: Dr Stuart Wilson
stuart.wilson@marling.gloucs.sch.uk

Cainscross Road, Stroud, Gloucestershire, GL5 4HE

Tel: 01453 762251 Fax: 01453 756011

Website: www.marling.gloucs.sch.uk

Email: 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). The response will be supplied via email or telephone call. If you wish to seek advice in advance of submitting this form please contact the office.

Time off school is not a right, holidays can no longer be authorised by school and any other request for absence is 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:

Head of Year/Head of Key Stage Comments

.....

.....

Current Attendance% Lates

Authorised
1st Day only Authorised
Unauthorised

Headteacher's comments:

.....

.....

SignedHeadteacher Date

Raising Aspirations, Inspiring Excellence, Succeeding Together

Marling School Limited, registered in England and Wales number 7692339, registered office Cainscross Road, Stroud, GL5 4HE

