



Marling School

An 11-18 Grammar School for Boys

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.

Please note that if your son is absent from school he should take the initiative upon his return, speak to his fellow students and his teachers and catch up on any work missed. If he is unsure how to do this, he should seek advice from his Tutor or Head of Year in the first instance.

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 school Reception 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 Reception.

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.

School absence is monitored by the Education Welfare Service who may issue a Penalty Notice of up to £120 (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:

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.....

Current Attendance % Lates

Authorised

1st Day only Authorised

Unauthorised

Headteacher's comments:

.....

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