



Request to authorise student absence from Marshland High School due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional.

Please note: The Department for Education ‘does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance’. There is no general right to authorise absence for a family holiday. Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised.

Please note the government has updated its statutory guidance on attendance, applicable 19th August 2024 – **Working Together to Improve School Attendance**

If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

You are strongly advised not to make any arrangements until your request has been considered.

Section A – Children for whom an Authorised Absence is sort

To the headteacher, I wish to apply for:			
Child's Full Name		Year Group	Current Attendance Rate
to be authorised from school on the following date(s) and time(s):			
From (date and time)		Until (date and time)	

Section B – Parent(s) /Carer(s) Details

First Name		Surname			
Date of Birth		Relationship to the child			
Address and postcode					
Telephone Number					
First Name		Surname			
Date of Birth		Relationship to the child			
Address and postcode					
Telephone Number					
Siblings: Please provide the name of any siblings not at Marshland and the school that they attend					
Child's Full Name			Date of Birth	School	



Section C – Reason for Authorised Absence (including supporting evidence)

Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional; meaning the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on additional paper (please attach any additional sheets).

Section D

Please read the following statement and sign to indicate you understand the this:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren’s progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent(s)/care(s), per child.

I have read and understood Norfolk County Council’s information regarding penalty notices for absence from school and the action they may take. I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued

Signed		Full Name		Date	
Signed		Full Name		Date	

Section E: For School Use Only

Date request received by school		Total number of days /sessions requested	
Child’s Name	Application Authorised or Declined		
Reason for school decision			
In the case of a term time holiday, please confirm which parent took the holiday			
Headteacher			
Signed		Date	