



### APPLICATION FOR STUDENT LEAVE OF ABSENCE

This application must be discussed with your child’s Pastoral Manager or the Attendance Officer. Under no circumstances will absences be authorised for family holidays in term time. The Headteacher will consider leave of absence in **exceptional circumstances** only. Applications should be made well in advance (at least two weeks’ notice) and you are strongly advised to apply before you book/confirm any holiday arrangements.

Parents have a legal duty to ensure their child’s regular attendance at school. The law forbids the school from authorising any holiday in term time and a parent who takes a child out of school for a holiday of 4.5 or more consecutive days will face a Fixed Penalty Notice from the Local Authority. If a Fixed Penalty Notice is issued, a fine of £60 per parent, per child, is issued. This rises to £120 per parent if the invoice is not paid within 21 days. Failure to pay the invoices within 28 days will result in legal action being taken, which may lead to criminal court proceedings, potential further fines and a criminal record.

Return to Marshland High School’s Attendance Officer

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

I wish to apply for leave of absence for my child on the following dates:

Day/Date from (first day): \_\_\_\_\_ To (last day): \_\_\_\_\_

Total Number of School Days: \_\_\_\_\_

Have you requested leave of absence since the start of this academic year? Yes/No

Please outline any exceptional circumstances you would like to be considered:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



West Walton, Wisbech, Cambridgeshire, PE14 7HA  
Telephone 01945 584146  
Email [office@marshlandhigh.co.uk](mailto:office@marshlandhigh.co.uk)  
Company Registration Number: 07546118

Headteacher: Mr C Jansen BA(Hons)  
[www.marshlandhigh.co.uk](http://www.marshlandhigh.co.uk)  
Follow us on Twitter @MarshlandHS

