



Marshfield CE VC Primary School

Learning together, inspiring each other, achieving our best

Request for **extraordinary** leave

(Please note, 'special' birthdays and family holiday are not extraordinary)

Children attend school for 190 days a year; this leaves **175** days for holidays and events.

Child/children	
School year/years	
Current attendance (please ask the office team)	

Reason the absence is extraordinary			
Dates absence requested from school		Number of learning sessions that will be missed (2 per day)	

Office use

Date received by school	
Date reviewed by governors	
Date returned to parent	

Authorised absence / Unauthorised absence

Headteacher:

Chair of governors: