



## Term-Time Holiday Request (Exceptional Circumstances)

Madrasah Nour Lancaster — Part of the Lancaster Islamic Community Hub

Date: 2026-02-01

### Important information (Attendance & Absence)

This form should only be used in **exceptional circumstances**. Term-time holidays are not normally authorised.

We have high expectations at **Madrasah Nour** and as a consequence, we continually strive to raise attendance levels in order to maximise the educational achievements of all our pupils. There is a great deal of current research available which clearly shows that even quite low levels of absence have a negative impact on achievement and attainment.

**How to submit:** Please email the completed form to **maktab@lancasterisoc.org** or hand-deliver it to a teacher (please do **not** send it in with your child).

**Submitting this request does not guarantee authorisation.** A decision will be made by the **Head** and recorded.

**Please note:** If the absence is authorised it will still count towards your child's end of term/year attendance percentage calculations.

### 1) Pupil details

Child/Children name(s): \_\_\_\_\_

Class / Group (if known): \_\_\_\_\_

### 2) Parent/Carer details

Parent/Carer name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

### 3) Dates of expected absence

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Total days: \_\_\_\_\_

Reason for dates (brief): \_\_\_\_\_



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### 4) Reasons (exceptional circumstances)

Please explain the exceptional circumstances for this request:

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### 5) Parent/Carer declaration

I understand that term-time holiday requests should only be made in exceptional circumstances and that this request may not be authorised. I confirm the information provided is true and accurate.

Signature: \_\_\_\_\_

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

Print name: \_\_\_\_\_

### For office use only

Received by: \_\_\_\_\_

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

Authorised (exceptional circumstances accepted)

Not authorised

Decision by (Head): \_\_\_\_\_

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