

**Leave of Absence Request Form**

**Taking your child out of school term time may harm your child’s academic progress**

Absences may only be authorised at the discretion of the Headteacher in exceptional circumstances. Circumstances which are notified to the school after a decision has been made will not be considered. Therefore please ensure to include all relevant detail of the exceptional circumstances relating to your application below and attach any supporting documents.

|  |
| --- |
| **School:** *(please tick)* |
| Hih Imam Muhammad Adam Institute Boys School |
| Hih The Imam Muhammad Adam Institute School |
| **Name(s) of child(ren):** | **Year:** | **Name(s) of child(ren):** | **Year:** |
|  |  |  |  |
|  |  |  |  |
| **Date of first day of absence:** | **Date of return to school:** | **Number of days requested:** |
| DD **/** MM **/** YYYY | DD **/** MM **/** YYYY |  |
| **Detail below the reason for absence during term time** *(use additional sheets if necessary)***:** |
| Tick here if you have attached any supporting documents or additional sheets: 🞎 |
| **Please read the following carefully** |
| If the student is still taken out of school despite the school refusing your request, this will be recorded as an unauthorised absence. The school will inform the **Education Welfare Service** should an unauthorised absence exceed **10 days**. Any student whose overall attendance falls below 97% will have their place at the school reviewed. |
| Signature: |  | Date: | DD **/** MM **/** YYYY |
| Print name: |  | Relationship to child: |  |
| **OFFICE USE ONLY** |
| Date form received: |  | Request authorised: | Yes / No |

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……………………**

**Return slip:**

The Imam Muhammad Adam Institute School has **authorised** /  **unauthorised** your leave

of absence request for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Year (s) \_\_\_\_\_\_\_\_\_\_\_

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ till \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a total of \_\_\_\_\_\_\_\_\_ days.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**