

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**