

APPLICATION FOR LEAVE OF ABSENCE (STUDENT)

IMPORTANT INFORMATION FOR PARENTS

- A maximum of 10 days will be approved for holidays, however it is not automatic that the school will authorise leave
- Leave requests should be submitted to the school, via this form, in advance of the period of leave
- Leave during exam periods and other important school events should be avoided
- Any PC tests or other COVID-19 precautionary procedures as detailed by the KHDA or DHA must be completed prior to the student returning to school

Student Name			
Year		Class/Form	
Details of the Proposed Absence			
From		To	
Reason for Absence			
Total Number of Days Proposed		Total Days Taken this Academic Year	

PARENTAL AGREEMENT

Missed Learning

I understand that the school will not supply work for my child for the duration of the absence, unless otherwise agreed by the Head of School.

During the absence, I will support my child by:

PRIMARY

- ✓ Reading daily
- ✓ Practicing maths skills (e.g. number bonds, times tables)
- ✓ Providing opportunities for writing (e.g. keeping a journal)
- ✓ Any other activities as advised by the class teacher

SECONDARY

- ✓ Ensuring they liaise with their teachers to complete any work missed
- ✓ Submit schoolwork and homework as required on the designated platforms, ensuring deadlines are met

Agreement

- I confirm that the information on this form is true
- I understand that this leave may have a negative impact on my child's academic achievement and that it is my child's responsibility to work with the teacher to complete necessary classwork and assessments
- I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date
- I am aware that if my child does not return to school by the date provided, he/she may lose their place at this school
- I am aware of my role as a parent in supporting the continuation of my child's learning

Signature of Parent		Date	
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FOR SCHOOL USE ONLY

Attendance Record	P		H		I		T	
Authorise?	Yes		No		Partial			
Signed					Date			