

Hay Al-Sharooq International School

Leave of Absence Request Form (Students)



While the School does not approve of students missing lessons in term time, we acknowledge that there are occasions when it is unavoidable that parents will take out their child/children for good reason. If you **must** request leave during term time, please complete the form below and return it to the School Reception for the attention of the Principal.

Student Details

Name:

Class/Form:

Name:

Class/Form:

Dates of leave Requested

Start Date:

End Date:

Number of days:

Reason for leave:

.....
.....
.....

(Please attach any relevant documentation)

Parent's Signature:

Date:

School Decision

Approval by Principal: Approved Not approved

Comments.....
.....
.....

Jonathan Warner (Principal):

Date: