

Leave of Absence

This application must be submitted to the Form Tutor at least three weeks before the first date of the requested leave.

All applications for leave of absence will be considered on their merits and the student's overall pattern of attendance will be taken into account in accordance with the guidelines laid down by the DfE under the amendments to the Education (Pupil Registration) Regulations 2006 which came into force on 1st September 2013.

As per the amended guidelines, holidays must not be taken during term time. The School may only grant a leave of absence to students under exceptional circumstances e.g. a death or a critical, life-threatening illness in the student's immediate family. The exceptional reason should be outlined in detail and evidenced.

Parents should recognise that any absence from school is likely to have a harmful effect on their daughter's education.

Al-Burhan Grammar School for Girls Application for Student's Leave of Absence

Name of student:				Class:	
Home address:					
				Tel:	
Date of absence:	From:		To:		(inclusive)
Number of school days (excluding weekends and public holidays):					
Reason for absence:					
Parent's signature:				Date:	
Form tutor's signature:				Date:	
Headteacher signature:				Date:	