

*****This section is for OFFICE USE ONLY*****

Form checked (Initial)

Attendance current year %

Deputy Head/Head teacher's Decision

Absence Authorised YES/NO

The whole period of absence is unauthorised because:-

Previous holiday request YES/NO

- Poor record of attendance to date
- Pupil in Hifz Class
- Pupil in Maktab Class
- Excessive holiday duration
- Pupil Meeting

Signed

Date

HCO

EXCEPTIONAL LEAVE REQUEST FORM

DO NOT BOOK ANY FLIGHTS OR ACCOMODATION UNTIL THIS FORM HAS BEEN COMPLETED.

This form must be completed before the Madrasah can consider your application for exceptional leave. You must complete all sections of the application.

Please complete this form and return to the Madrasah as soon as possible.

PLEASE ALLOW 1 WEEK TO PROCESS BEFORE YOU CONTACT HCO TO FIND OUT ABOUT THE DECISION.

<u>Child's name</u>	<u>Class</u>

I request exceptional leave for my above named child

The reason for the exceptional leave is

.....
(please attach additional paper if required)

(Please note that the Headteacher is unable to consider your request unless you give a valid exceptional reason.)

First day of absence from Madrasah	Date of return to Madrasah

Important:

It is stressed that such absence is undesirable because it severely disrupts the student's program of learning and exam performance. Failure to attend exam(s) may result in expulsion from Madrasah. It is the child and parents responsibility to catch up all missed lessons and complete all homework keeping in mind that the real essence of being in class and gaining directly from the teacher will not be the same.