

### Student Leave of Absence Request Form

Parents have a legal responsibility to ensure that their children receive a full, uninterrupted education and the school has a statutory duty to check for reasons of absence. A parent can request a leave of absence for an exceptional circumstance. It is up to the school to decide whether this will be authorised by examining the child's academic progress and previous attendance history.

**The norms of attendance set by Hartland International School in compliance with KHDA remain of utmost importance, which require a minimum of 95% attendance in an academic year.**

Student Name:	Class:
1.	
2.	
3.	
4.	

Reason for Request:	No. of days requested	Start Date	End Date

Name and signature of parent:	Date:

### FOR SCHOOL OFFICE USE ONLY

Student's attendance record for this academic year so far:

Authorised absences until date: \_\_\_\_\_ Unauthorised absences until date: \_\_\_\_\_

This request :	Approved	Reason for disapproval
	Not approved	
		Date:

Head of Primary/Secondary: \_\_\_\_\_ Principal: \_\_\_\_\_