

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(s) Name	Year/Class

Reason for Request	No of days requested	Start Date	End date

Name of Parent	Parent Signature	Date

FOR SCHOOL OFFICE USE ONLY

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

Student(s) Name	Attendance %	H	C	GB	EK
				I	N

Approved	Action Required
Not approved	Reason for Disapproval

Head of Primary/Secondary:

Principal: