

**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	First day of leave	Last day of leave	First day back at school

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	M	C	GP	EK
					I	N

<b>Approved</b>	<b>Action Required</b>
<b>Not approved</b>	<b>Reason for Disapproval</b>

**Head of Primary/Secondary:**

**Principal:**