



Headteacher: Mrs L Oates
 Deputy Headteacher: Mrs H Mellon
 Tel: 01624-661087
 e-mail enquiries@braddan.sch.im



Leave of Absence Request Form

All requests for absence must be made in writing and accompany this form. Each request is different, and we do understand that it is often difficult to visit family or go to events where travel off island is necessary.

We aim to follow the spirit of the Department Policy, whilst also being flexible to individual circumstances.

Below are some examples of how requests are dealt with

Request for absence for a family holiday	Can be authorised for up to 10 days
Request for absence to attend a family wedding	Can be authorised for up to 5 days
Request for absence to due a family bereavement	Always authorised
Request involving a religious observance	Authorised for the days of the observance

At times, an absence may involve a split of authorised and unauthorised days.

Where attendance drops below 90%, or absences are unexplained, the Department of Education become involved in looking at an individual pupils attendance.

Please do not ask teachers to provide work for children to do whilst absent - they already spend a long time planning for their classes. Keeping up with reading and making a holiday diary will help to maintain basic skills.

Please attach your written request to this form and return it to the school office.

Yours sincerely

Mrs Oates
 Headteacher

Pupil Name Year Group

Absence forday/s beginning on returning on.....

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Absence Request Notification (to be completed by Mrs Oates)

The request for absence for
 is authorised / unauthorised

Headteacher Signature: Date: