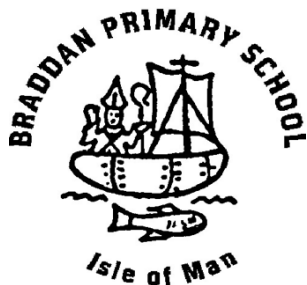


Braddan School  
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Tel: 01624 661087

braddanenquiries@sch.im



Acting Headteacher: Mrs D Martin BA(Hons)QTS  
Deputy Headteacher: Mrs Bronwyn Ward



Isle of Man Department of  
Education, Sport and Culture

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## LEAVE OF ABSENCE REQUEST FORM

In accordance with the the Department's Education, Sports and Culture policy the headteacher is only permitted to sanction leave of absence for up to ten school days in any one academic year (except in very exceptional circumstances). After this period of time, any further absence must be recorded as unauthorised. Absence is reported on the end of year academic reports. If a child's attendance falls below 90% a letter will be sent home informing parents.

Please fill in the form below and return it to the school office in advance of the date of any planned absence. Forms can also be emailed to

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**Name of pupil:**

**Teacher:**

**Name of parent/carer:**

I request that my child be granted leave of absence for \_\_\_\_\_ school days beginning on

\_\_\_\_\_ (first day not in school)

First day back at school will be \_\_\_\_\_

Reason for absence:

Signed:

Date:

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### OFFICE USE ONLY

Authorised

Unauthorised

Signed:

(Headteacher)