



# Pristine Private School

## 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 authorized by examining the child's academic progress and previous attendance history.

<b>Pupil Name:</b>	<b>Class:</b>
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<b>Reason for request:</b>
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No. of days requested	Start Date	End Date

<b>Name and signature of Parent:</b> _____	<b>Date:</b> _____
Phone: _____	email: _____

### FOR SCHOOL OFFICE USE ONLY

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

Authorised absences till date:       Unauthorised absences till date:

<b>This Request:</b>	<b>Approved</b>	<b>Reason for Approval/Disapproval</b>
	<b>Disapproved</b>	

<b>Head of School:</b>	<b>Date:</b>
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<b>Principal:</b>	<b>Date:</b>
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