



# Pristine Private School

## STUDENT LEAVE OF ABSENCE REQUEST FORM

### Important note for Parents :

At Pristine Private School, we are committed to take all reasonable steps to ensure continuity of our students' learning and progress by promoting good attendance and punctuality. Parents have a legal responsibility to ensure that their children receive uninterrupted education, and the school has a statutory duty to check for reasons of absence.

- The student leave of absence form must be submitted before requests will be considered.
- The reason for the leave request must be clearly mentioned; additional proof to support the request must be attached along with.
- Parents can request a leave of absence only for unplanned and exceptional circumstance like illness/ family medical emergencies or bereavement.
- Planned absences like family holidays or preventable travel will not be authorised automatically. It is up to the school to decide on case-by-case basis by examining the child's academic progress and previous attendance history.
- Unauthorised absence will be marked for any period of leave taken without the agreement of the school.
- For fairness in assessments there can be no expectation that extensions or additional support is provided for unapproved leave.

Pupil Name: \_\_\_\_\_

Class: \_\_\_\_\_

Reason for request: \_\_\_\_\_

No. of days requested

Start Date

End Date

Name of the Parent: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that the information on this form is true.

I understand that reduced attendance % will result in measures that may affect my child's re-registration/ promotion to the next year level.

### FOR SCHOOL OFFICE USE ONLY

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

Authorized absences till date: \_\_\_\_\_

Unauthorized absences till date: \_\_\_\_\_

This Request:

Approved

Disapproved

Reason for Disapproval:

Head of School:

Date:

Principal:

Date: