

APPLICATION FOR STUDENT ABSENCE

Teacher's name: _____

Student's grade: _____

Student's name: _____

will be absent from school for ____ school days from _____ to _____

The reason for the absence is:

The school's educational programme is based on the assumption that students attend regularly. It is our legal obligation to ensure that all students aged 6 years and above attend school. Extended or frequent absence makes it difficult for the student to continue progressing academically and also affects the group dynamics.

Clearly some situations such as illness or personal emergencies cannot be avoided, however, ISW strongly advises against extended or frequent periods of absence for other reasons. Permission for exceptional absence will only be approved / granted by the head of school. Should it be unavoidable for a student to miss school, notification of the absence should be made in writing to the class teacher at least two weeks prior to the date of absence. Additional work cannot always be provided for absent students.

Date: _____ Signature of parents/guardian: _____

For official purposes only:

Application seen, entered in Attended Register and returned to office Date + initials mentor	Application seen Date + initials director (more than 3 days)	Application seen and filed Date + initials office