



Bunscoill Rhumsaa
Lezayre Road
Ramsey
IM8 2PA



Headteacher: Mr D R Jenkins

Leave of Absence Request Form

The Headteacher is only able to sanction leave of absence for up to **10 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.

Please fill in the request form below and return it to the office in advance of the date of any planned absence.

Name of Pupil _____ Date of Birth _____

Name of Parent or Guardian _____

I request that my child be granted leave of absence for ____ school days, beginning on _____ (first day not in school).

Reason for absence: _____

It is expected that he/she will return to school on _____

Signed _____ (parent/carer) Date _____

This request for absence is hereby

authorised

unauthorised

Children may be allowed up to ten school days (2 weeks) in any one school year. Any further holidays above this number would be marked in the register as unauthorised (unless in very exceptional circumstances) in accordance with Dept. Of Education & Children policy.

Yours sincerely,

David Jenkins
Headteacher

