

STUDENT LEAVE OF ABSENCE REQUEST FORM

It is the legal responsibility of the parents to ensure that their children receive a complete, continual education and it is the statutory of the school to check for reason of absence. A parent can request a leave of absence for an exceptional circumstance. The school has the right to take a decision on the request and authorisation after due examination of the student's academic progress and previous attendance history.

The standards of attendance set by The Oxford School compliance with KHDA remain of utmost importance, which require a minimum of 95% attendance in an academic year.

Student Name:

Year & Section:

Reason for Request:

Number of days requested	Start Date	End Date

Name and signature of parent:

Date:

Contact Number:

FOR SCHOOL OFFICE USED ONLY

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

Authorised absences till date:

Unauthorised absences till date:

This Request:	Approved	Reason for Disapproval	
	Disapproved		
Section Head:	Vice Principal:	Principal:	Date: