



GIS Student Leave Request Form 2019-2020

Please note: According to KHDA regulations, student attendance is rated as per the following:

VERY WEAK	WEAK	ACCEPTABLE	GOOD	VERY GOOD	OUTSTANDING
Less than 90%	91 - 92 %	92 - 93%	94 - 95%	96 - 97%	98 - 100%
18 days or more absent per school year	16 -17 days absent per school year	12-15 days absent per school year	8-11 days absent per school year	5-7 days absent per school year (minimum expectation for all students)	4 days or less absent per school year

Date	Student Name	Class
<p>Date of Requested Leave</p> <p>Start Date _____ Return Date _____ Total number of school days missed _____</p> <p>Reason why a leave needs to be taken during term time (please provide as much information as possible)</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>I do/do not have a child/children in Primary/Secondary. Leave has/has not been requested.</p> <p>Declaration – I understand that keeping my child off school for a longer time than agreed without authorization will result in an unauthorized absence from school being recorded on my child’s file.</p> <p>Parent/Guardian Name _____</p> <p>Parent/Guardian Signature _____</p> <p>The following will be taken into consideration before authorization is given:</p> <ul style="list-style-type: none"> • Student’s previous attendance history, including early pick-ups • Age of Student • Nature of / reason for absence <p>Note: If a student misses more than 10 days in a semester or 20 days in a year, the school reserves the right to retain a student if the absences have affected their academic progress.</p>		
<p>For School Use Only</p> <p>Number of days absent so far: _____</p> <p>Details of previous leave requests: (no. of days, reason, authorized/unauthorized, date of return)</p> <p>-----</p> <p>Homeroom Teacher’s Signature _____</p> <p>Head of Primary/Secondary Signature _____</p> <p>Authorized <input type="checkbox"/> Unauthorized <input type="checkbox"/></p>		

THIS FORM SHOULD BE SUBMITTED TO THE STUDENT’S HOMEROOM TEACHER.