



Dhoon School, Maughold, Isle of Man



Department of Education and Children
Rheynn Ynsee as Paitchyn

Headteacher
Maxim J Kelly

Dhoon Primary School
Maughold
Isle of Man, IM7 1AH

Direct Dial No: (01624) 861227
Website: www.sch.im/groups/dhoonschool
Email: enquiries@dhoon.sch.im

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 unauthorized.

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

Name of pupil _____ **Date of Birth** _____ **Class** _____

Name of parent / carer _____

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 for _____ (dates) _____ is hereby

authorised

unauthorised

Signed _____ (Headteacher)

Children may be allowed up to ten school days (2 weeks) in any one school year. Any further leave of absences above this number would be marked as unauthorised (unless in very exceptional circumstances) in accordance with Department of Education and Children policy.