

Absence Request Form

The Darul Uloom adopts a strict policy in regards to absence during term time. Therefore, all absences will be regarded as "unauthorised" unless under exceptional circumstances. Leave will not be granted to students during revision and exam periods. Any child that stays absent for longer than the period of time granted, may be removed from the Darul Uloom roll and would need to re-apply for admission. Please note re-admission fees will be charged. The local education authority will be informed if there are any unauthorised absences which exceed 10 days.

Parents are strongly reminded not to book any flights, accommodation or make any obligations prior to receiving permission for leave from the Darul Uloom. This form must be completed before the Management can consider your application for extended leave.

- Current term dates and holiday schedule can be downloaded from our website.
- Leave from the Darul Uloom will only be granted after reviewing each individual case.
- Please ensure that this absence request form is completed and sent within a minimum five weeks prior to the leave from Darul Uloom.
- In case of an emergency please contact the Darul Uloom Office via telephone or email
- On receipt of the completed form, the Management will look at your child's previous attendance record and his progress in Education, before making any decision.
- Please allow one school week to pass before you contact the school to enquire about the decision.

Student & Holiday Details			
Student Full Name:	D.O.B:		City:
Date of Absence:	From:	(inclusive) To:	(inclusive)
Total No. of days absent:	Date of Request:		
Holiday Destination:			
Reason for Absence: <i>(The Management will be unable to consider your request unless a reason is provided)</i>			
Request made by: <i>(Name & Relationship to student)</i>	Sign:		
Contact Number 1:	Contact No.2:		



Office use			
Student Full Name:	D.O.B:		City:
Permission Granted:	Yes	No	Duration:
Authorised by: <i>(signature)</i>	Date:		
Comments:			

- Failure to return on the above dates may result in the admission being terminated
- Re-admission, depending on the availability of space and the students past record
- Please remember as spaces are limited and long waiting list, re-admission is not guaranteed.