

DARUL ULOOM DAWATUL IMAAN

Absence Request Form

The Darul Uloom adopts a strict policy in regards to absences 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 and are subject to the management’s decision. 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.

- Please ensure that this absence request form is completed and sent within a minimum of five weeks prior to the leaving date from the Darul Uloom.
- In case of an emergency please contact the Darul Uloom Office via telephone or email or the emergency number on the website
- On receipt of the completed form, the Management will consider your child’s previous attendance record, behaviour and his progress in Education, before making any decision
- Please allow one madrasah week to pass before you contact the madrasah to enquire about the decision.
- Failure to return on time may result in the admission being terminated
- Upon receiving permission the student must obtain a receipt slip and show this to the member of staff when leaving and arriving. A signature must be obtained to confirm his arrival. Failure to do so may result in him not leaving.

| Student & Holiday Details | | | | | | |
|--|------------------|-------------|-------------|-------|-------------|-------------|
| Student Full Name: | Year: | | | City: | | |
| Date & Time of absence | From: | <u>Date</u> | <u>Time</u> | To: | <u>Date</u> | <u>Time</u> |
| Total No. of days absent: | Date of Request: | | | | | |
| 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 No. 1: | Contact No.2: | | | | | |

| Office use | | | |
|--------------------------------------|-----|----|-----------|
| Permission Granted: | Yes | No | Duration: |
| Authorised by: <i>(signature)</i> | | | Date: |
| Comments: | | | |



| Receipt slip | | | |
|--------------------------------------|-------|----|-----------|
| Student Full Name: | Year: | | City: |
| Permission Granted: | Yes | No | Duration: |
| Authorised by: <i>(signature)</i> | | | Date: |
| Comments: | | | |