



Leave of Absence Request Procedure

This procedure works in conjunction with the Discretionary Leave of Absence Policy 2025 which sets out the fair and consistent approach to approval of absence requests by staff.

*Please be aware that all dental, medical (excluding hospital) appointments should be made out of school hours, and approval is at the discretion of the Head Teacher.

All requests for leave must follow the below process:

1. Speak to Bindy
Suddhi
regarding your
absence
request.



2. Complete the
Leave of Absence
Request form on
'Reach More
Parents' app.



3. Add your
absence to the
school diary in
the office.