Leave of Absence Request Procedure

This procedure works in conjunction with the Leave of Absence Policy 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 Microsoft Form.



3. Once approved, ask the school office to add your absence to the diary.