



# JEDDAH PREP AND GRAMMAR SCHOOL

## Leave of Absence Request Form (Pupils)

While the School does not approve of pupils missing lessons in term time, we acknowledge that there are occasions when it is unavoidable that parents will take out their child/children for good reason. If you **must** request leave during term time, please complete the form below and return it to the Head Master.

### Pupil Details

Name: .....

Class/Form: .....

Name: .....

Class/Form: .....

### Dates of leave Requested

Start Date: .....

End Date: .....

Number of days requested: .....

Reason for leave requested:

.....  
 .....  
 .....

(Please attach any relevant documentation)

Parent's Signature: .....

Date: .....

### School Decision

Approval by Head Master: Approved  Not approved

Comments.....  
 .....  
 .....

Jonathan Warner (Head Master): .....

Date: .....