

Ref No

for office use
only**Extended Leave Request Form**

مدرسة محمودية
Madressa Mahmoodia

26a Mill Road, Batley Carr, Dewsbury, WF13 2HL

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Email: info@mahmoodia.org.uk

**ONLY USE THIS FORM IF REQUESTING LEAVE FOR 3 DAYS OR MORE**

Please read the accompanying notes on page 2 before completing this form

Name of Applicant	
Class	
Name of Parent/Guardian	

Request for Leave	
Start Date of Leave:	
Date When Returning to Madressa:	
Name of Accompanying Adult:	
Relationship to Pupil	

Reason for Leave	
Reason for Request (please give as much detail as possible)	
Has Leave Been Previously Requested during Term Time?	
Reason For Previous Leave Request	

Best Contact telephone no of Parent/Guardian	
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Signature of Student (Age 13+)	
Signature of Parent/Guardian	
Date	

For Office Use Only	
Date Received	
Teachers Notes	
Leave Authorised?	
Details Of Agreed Specified Leave Conditions (If Any)	
Date	
Madressa Representative Signature	



Application for Extended Leave Terms & Conditions

- Submission of the Application for leave form does not guarantee authorisation.
- The decision of leave rests with the Madressa Holiday Council Team and will be issued in due course following the submission of the application.
- Absence during term time is detrimental to the progression of our pupils and the education process of the Madressa. Taking leave outside of Madressa holidays has a negative effect on other students including setting a precedent for truancy and unpunctuality.
- Parents are strongly urged to plan holidays around Madressa holidays in the absence of extenuating circumstances. Financial reasons and other incentives do not provide justification for absence. This approach will only serve to the detriment of the children.
- Extensions cannot be issued to holidays once authorised. Unauthorised absence, truancy and extended leave may result in expulsion. (please refer to the Madressa Leave Policy July 17)
- The above rules have been compiled by the Madressa Management. They are designed solely to improve the standard of religious education provided by the Madressa in turn ensuring children receive the best possible outcome from their studies.
- All decisions made regarding term time application will be based on the Madressa holiday policy agreement (July 17)

DECLARATION

I DECLARE I HAVE READ, UNDERSTOOD AND AGREE TO THE TERMS STATED ABOVE & THE
MADRESSA HOLIDAY POLICY JULY 2017

Signature of Student (Age 14+):	
Signature of Parent/Guardian:	
Date	