



**ONLY USE THIS FORM IF REQUESTING
LEAVE FOR ONE OR TWO DAYS**

Single/Two Day Leave Request Form

Name			
Name Of Parent		Signature	
Class			
Date Leave Requested			

Reason for Requested Leave	
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Authorised By	Name		Signature		Date	
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Ustaad Informed	Name		Signature		Date	
Ustaad Informed	Name		Signature		Date	
Ustaad Informed	Name		Signature		Date	
Ustaad Informed	Name		Signature		Date	
Ustaad Informed	Name		Signature		Date	

Parents and students are urged to take Absence and time away from lessons very seriously. A single day or hour missed can at times be detrimental to the progress of the pupil.

Leave requested for weddings will be scrutinised. Please do not request leave for those weddings which are not of immediate family members as they may not be granted.