



Absence Request Form

- The Madrasah adopts a strict policy in regards to absence during term time.
- Visit our website for the current term dates and holiday schedule.
- Leave from Madrasah will only be granted after reviewing each individual case. Please do not book any holidays or make any obligations prior to receiving permission for leave from Madrasah
- Please ensure that the absence request form is completed at your earliest and allows sufficient time to consider the request.

Details of Holiday	Date of Request:		Class No:				
	Full Name:						
	Contact Number(s):		Total Absence of Praying Days Requested:				
	Date of Absence:	From:		<i>(inclusive)</i>	To:		<i>(inclusive)</i>
	Reason for Absence (& Location):						
	Additional Information:						

Review of Education	Student's Ability:	Above Average <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>	
	Student's Progress:	Above Average <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>	
	Student's Effort:	Above Average <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>	
	Total Absences to Date:		Student has the Ability to Catch Up:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Comments OR Instructions for Student (if holiday is granted):				

Office Use	Permission Granted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Slip Given:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Authorised By:				Signature:	
	Comments:					
	Date:					

Student Copy	Permission Granted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Duration:		
	Authorised By (Signature):				Date:	
	Student Name:				Class No:	
	Comments:					

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has / has not been granted
_____ days off from
Madrasah.
From: _____
To: _____