



Laxey School, Quarry Road, Laxey, Isle of Man

Department of Education, Sport and Culture
Rheynn Ynsee, Spoyrt as Cultoor

Executive Headteacher
Maxim J Kelly

Head of School
Craig Astin



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Leave of Absence Request Form

The Headteacher/Deputy Headteacher is only able to sanction leave of absence for up to 10 school days in any one academic year (except in very exceptional circumstances). After this period of time any further absence must be recorded as unauthorised.

Please fill in the request form below and return it to the school office in advance of the date of any planned absence.

Name of pupil _____ Date of Birth _____ Class _____

Name of parent / carer _____

I request that my child be granted leave of absence for _____ school days, beginning on _____ (first day not in school).

Reason for absence:

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

It is expected that he / she will return to school on _____

Signed _____ (parent/carer) Date _____



This request for absence for _____ (dates) _____ is hereby

Authorised

Unauthorised

Signed _____ (Headteacher)

Children may be allowed up to ten school days (2 weeks) in any one school year. Any further leave of absences above this number would be marked as unauthorised (unless in very exceptional circumstances) in accordance with Department of Education and Children policy.