

Jamia Al-Hudaa Residential College

APPLICATION BY PARENT/GUARDIAN FOR STUDENT'S LEAVE OF ABSENCE FROM THE JAMIA DURING TERM TIME



Student's Name										
Date of Birth	DD	MM	YYYY	Class						
Address										
City							Postcode			

I wish to apply for my daughter to be absent from the Jamia during the following dates:

D	D	-	M	M	-	2	0	Y	Y	to	D	D	-	M	M	-	2	0	Y	Y	Total number of days missed	
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Could you please explain the circumstances that make it necessary to have a holiday in term time?

Do you expect to be taking further term time holidays this academic year?

I MAKE APPLICATION FOR MY DAUGHTER NAMED ABOVE TO HAVE AUTHORISED ABSENCE FROM THE JAMIA FOR THE REASONS STATED. I UNDERSTAND THAT IF THIS IS NOT AGREED THEN ANY ABSENCE WILL BE TREATED AS UNAUTHORISED AND MAY LEAD TO FINANCIAL PENALTIES AND/OR REMOVAL FROM JAMIA REGISTER.

Name of Parent/Guardian making application			
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Signed		Date	
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FOR OFFICE USE ONLY

<input type="checkbox"/>	AUTHORISED The Jamia agrees to your daughter being absent from the Jamia on the specified dates.																					
Absence dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">D</td><td style="width: 5%;">D</td><td style="width: 5%;">-</td><td style="width: 5%;">M</td><td style="width: 5%;">M</td><td style="width: 5%;">-</td><td style="width: 5%;">2</td><td style="width: 5%;">0</td><td style="width: 5%;">Y</td><td style="width: 5%;">Y</td> <td style="width: 5%;">to</td> <td style="width: 5%;">D</td><td style="width: 5%;">D</td><td style="width: 5%;">-</td><td style="width: 5%;">M</td><td style="width: 5%;">M</td><td style="width: 5%;">-</td><td style="width: 5%;">2</td><td style="width: 5%;">0</td><td style="width: 5%;">Y</td><td style="width: 5%;">Y</td> </tr> </table>	D	D	-	M	M	-	2	0	Y	Y	to	D	D	-	M	M	-	2	0	Y	Y
D	D	-	M	M	-	2	0	Y	Y	to	D	D	-	M	M	-	2	0	Y	Y		

<input type="checkbox"/>	UNAUTHORISED The Jamia does not authorise your request for leave in term time for the following reason:
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Head Teacher's Signature		Date	
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This form should be returned to Jamia Al-Hudaa, giving AT LEAST FOUR WEEKS before the first day of absence. Please do not book holidays before you know whether the absence will be approved.

EVERY DAY COUNTS
GOOD ATTENDANCE IN JAMIA = GOOD PROGRESS

Attached is an application form for you to request permission for your daughter to be absent from the Jamia. Before completing the application form, please read these notes carefully:

- By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.
- Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.
- If you wish to take your daughter on holiday during term time, you must apply for permission in advance in writing using the attached form. Permission for authorised leave of absence may be granted for holidays in special circumstances, totalling no more than two weeks in any Jamia year, unless there are very exceptional circumstances.
- The Department for Children Schools and Families state that absence for holidays in term time due to the following reasons will not be authorised:
 - availability of cheap holidays
 - availability of desired accommodation
 - poor weather experienced in the school holiday period
 - overlap with beginning or end of term
 - holidays booked before checking with the school
 - day trips (*Keeping pupil registers – guidance in applying pupil registration regulations – DCSF September 2006*)
- There are certain times of the year when a student may experience extra problems because of missing Jamia. These include examination periods, at the time of starting a new school and at the start of a new term. In deciding whether to authorise your daughter's absence and give permission for a holiday in term time, the Jamia will take these and other factors into account.
- If the Jamia refused your application and you still take your daughter out of the Jamia the absences will be treated as unauthorised. Unauthorised absences will lead to a fine of **£30 per unauthorised day** starting from 8:30am from the Monday after the weekend/holidays. This fine will double on a weekly basis due to lack of payment and will have a maximum cap of **£300** for each day of unauthorised absence

Having read these notes, if you still wish to apply for a leave of absence for your daughter to accompany you on holiday during term time then please complete the application attached. This form should be returned as far in advance of the proposed holiday as possible.