



Anglican International School, Jerusalem where the world goes to school

Application for Leave of Absence in Semester Time

Parents and Guardians are strongly urged not to book holidays or take special leave during school term time because your child will miss out on important school work and may not be able to catch up. This could have serious consequences on progress, attainment and opportunities later in life.

Other pupils' education could be affected - the time teachers have to help all the children in a class is reduced if they spend time helping your child catch up after a holiday. Educational experiences in school missed as a result of a family holiday cannot be re-captured later.

If you feel that absence from school in term time is absolutely unavoidable, complete this form and return it to the Head of School.

Please be advised that holidays in term time are not a right and will only be granted under exceptional circumstances. Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations.

Pupil's Name _____ Class _____

Home Address _____

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School _____ Date of Return to School _____

Total number of school days missed _____

Reasons for absence from school (please continue on other side if needed):

Contd/

Nursery - 12th grade school accredited by the Middle States Association of Schools and Colleges

The International Baccalaureate Organisation

82 Rechov Haneviim, PO Box 191, Jerusalem 91001 Israel

Telephone: +972 (02) 567 7200 Fax: +972 (02) 538 4874 E-mail: office@aisj.co.il





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I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised.

The number of excused absence each semester will be recorded on the reports, measured in AM and PM sessions. It should be noted that students who have 18 or more unexcused sessions for an academic year may be required to repeat the academic year. Semester reports will not be issued in such cases.

Name of Parent/Guardian making application _____

Signed _____ Date _____

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE HEADTEACHER
GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**

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