



**Ramsey Grammar School**  
*Scoill Ghrammeydys Rhumsaa*

RAMSEY  
Isle of Man  
IM8 2RG

*Headteacher*  
*Ard-er-ynsee*  
*Mrs S Taylor*

Telephone: 01624 811100  
Email: RGSenquiries@sch.im

**Request for Leave of Absence**

The Education Act permits the Headteacher to authorise up to 10 days absence in a school year.  
Parents/Carers are requested to complete this form and return it to any of the school offices.

Full name of student(s): \_\_\_\_\_ Form(s): \_\_\_\_\_

Purpose of the absence: \_\_\_\_\_

Please explain why this absence is required in term-time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inclusive Dates: \_\_\_\_\_ No. of days already requested this school year: \_\_\_\_\_

E mail address: \_\_\_\_\_

Signed: Parent/Guardian

Date:

Parents should be aware that absence during Years 10, 11, 12 and 13 is potentially damaging to future grades. There is no substitute for face-to-face teaching and it is impossible to make up for time lost to teaching and coursework.