



Ramsey Grammar School
Scoil 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 for Students

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 or via the above email

Full name of student(s): _____ Form(s): _____

Purpose of the absence: _____

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

First Date of Absence: _____ Last Date of Absence: _____

Total Days Requested: _____

No. of days already requested this school year: _____

Parent/Carer email address: _____

Signed: _____ Date Requested: _____
Parent/Carer

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. As per the DESC Attendance Policy, the Headteacher has the right to refuse absence requests for students who are studying in these year groups.

Authorised

Headteacher Signature:	Authorised Date

Not Authorised

Headteacher Signature:	Reason