



# جامعة علوم القرآن

## Jame'ah Uloomul Qur'an

33 WOOD HILL, LEICESTER, LE5 3SP  
TEL: 0116 262 7737 (BOYS) / 0116 262 1956 (GIRLS)  
WEB: JAMEAH.CO.UK

### Absence Request Form

- The Madrasah adopts a strict policy in regards to absence during term time. Term dates can be obtained from our website.
- Leave will only be granted to a student if a child's attendance does not fall below 95%, the absence is not during the examination period and the student has a positive educational report which consists of effort, behaviour, ability and progress.
- Long term absences (above 5 praying days) will only be granted in exceptional circumstances which will be determined through a meeting with the parent.
- Please ensure that the absence request form is completed at your earliest and allows sufficient time to consider the request.
- **Please do not book any holidays or make any obligations prior to receiving permission for leave from Madrasah**

#### Details of Request (to be completed by parent / guardian)

Student's Full Name:	Ustad Name:	Date:
Date of Absence: From: To:	Reason for Travel:	Travelling to:
Comments:		

#### Details of Education (to be completed by class Ustad)

<b>Student's Ability (To Understand Work Missed):</b> Above Average: <input type="checkbox"/> Average: <input type="checkbox"/> Below Average: <input type="checkbox"/>	<b>Student's Progress:</b> Above Average <input type="checkbox"/> Average: <input type="checkbox"/> Below Average: <input type="checkbox"/>
<b>Student's Effort (Completion of Work Missed):</b> Above Average: <input type="checkbox"/> Average: <input type="checkbox"/> Below Average: <input type="checkbox"/>	<b>Student's Behaviour:</b> Above Average: <input type="checkbox"/> Average: <input type="checkbox"/> Below Average: <input type="checkbox"/>
<b>Teacher's Comments / Instructions:</b>	

#### OFFICE USE ONLY

Total Absences to Date:	Number of Days of Absences Requested:	
Permission Granted: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Ustadh Slip Given: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Parent Slip Given: Yes: <input type="checkbox"/> No: <input type="checkbox"/>