



THE BRITISH SCHOOL OF KUWAIT

AUTHORISATION OF STUDENT ABSENCE FROM SCHOOL

The school's Attendance Policy, which may be read at www.bsk.edu.kw/attendance, requires students to arrive to school by 07.30 daily, in time for the first bell and they are required to remain at school until 14.35 when they will be released to return home.

The same policy stipulates the rules regarding authorised and unauthorised absence. For secondary students all illness and medical appointments must be accompanied by a note from a medical report, a private clinic receipt or a government clinic doctor's form.

This form should be used in advance of known full or part day absences, as well as retrospectively for unforeseen absence, or late arrival to school.

Section A: To be completed in full by the parent. The form should then be given to the student to submit to their Class Tutor.

Student's Name			
Tutor Group		AdNo	
First day of absence	__ / __ / __	Last day of absence	__ / __ / __
Number of days absent (Full)		Number of days absent (Part)*	
Estimated late arrival time	__ / __		
Reason for absence or lateness	<input type="checkbox"/> Illness <input type="checkbox"/> Medical appointment <input type="checkbox"/> Ministry or embassy appointment <input type="checkbox"/> Religious observance <input type="checkbox"/> Travel <input type="checkbox"/> Other (please specify) _____		Details*
*In order for absence or lateness to school to be authorised supporting documentation is required. Please state in the box above what has been submitted.			
Parent Name		Parent Signature	
Parent Mobile		Parent Email	

Section B: To be completed by the Class Tutor. Upon completion the form should be submitted to the Assistant Phase Coordinator (APC).

Date form received	__ / __ / __	Form completed?	YES / NO
Evidence provided?	YES / NO	Authorised?	YES / NO
SIMS code entered (Please circle)	O M R T	Referred to APC*	<input type="checkbox"/>
*If you wish to refer a request for authorisation to the APC please indicate this by ticking the box above.			
In the case of late submissions, please record the actions taken and sanctions given.			

