THE BRITISH SCHOOL OF KUWAIT

AUTHORISATION OF STUDENT RELEASE 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.

Allowing students to leave before the end of the school day disrupts their learning and that of their classmates. As such, it should be avoided wherever possible. Where early departure from school is necessary, the use of this release form is mandatory. This is for the safety and security of your children.

Section A: To be completed in full by the parent and presented to the BSK Reception Desk.

Student's Name			
Tutor Group		AdNo	
Date of requested release	_ _ / _ _ / _ _	Time of requested release	_ _ / _ _
Reason for early release		Supporting documentation*	

*In order for early release from school to be authorised supporting documentation is required. Please state in the box above what has or will be submitted.

Parent Name		Parent Signature	
Parent Mobile		Parent Civil ID	

*If the person collecting the student is a parent please complete the four boxes above. If the student is being collected by someone else the parents should complete the boxes above and below.

Name of person collecting		Relationship to student	
Mobile of person collecting		Civil ID of person	

Section B: To be completed by BSK Reception Desk staff.

Date request received	_ _ / _ _ / _ _	Time request received	_ _ / _ _
Identity of collector confirmed	YES / NO	Details*	

*When a student is being collected by a parent the details provided in Section A should be cross referenced with those held on the Student Information Management System before the student is released.

Parent permission confirmed (if they are not the collector)	YES / NO	Details*	

*When a child is being collected by someone other than a parent, the permission of that parent should be confirmed. Mobile phone numbers stated in Section A should be verified as matching those held on the Student Information Management System before they are used. Brief details of parent confirmation should be provided in the box above.

Section C: To be completed by a member of the relevant phase leadership team.

Release approved	YES / NO	Time	_ _ / _ _
Authorised Session Absence	YES / NO	Staff Code / Stamp	