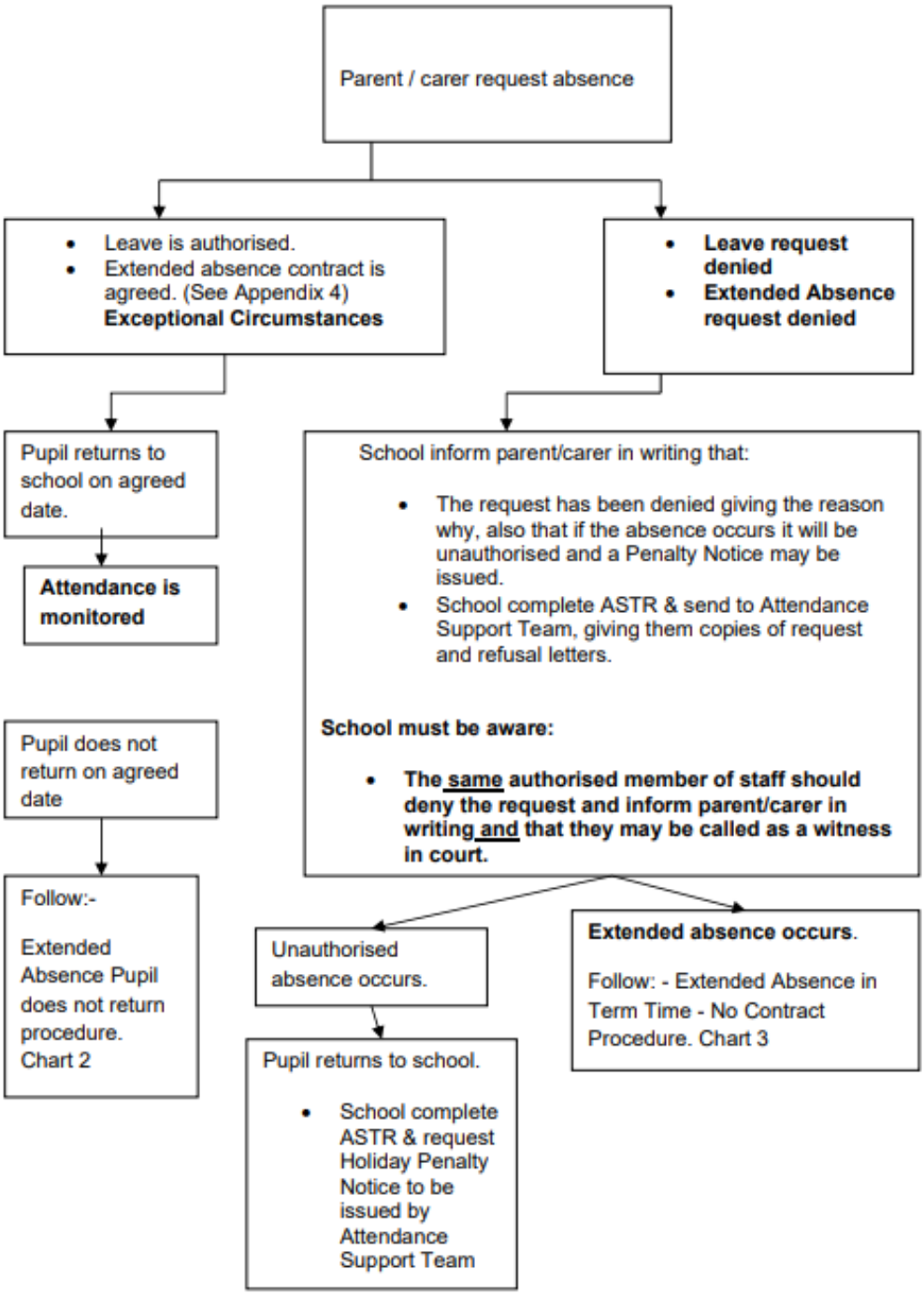
Appendix 1 **Chart 1 – Leave of Absence in Term Time**

Authorisation Procedure