Approving your child’s leave request.

1. When your child applies for leave that requires your approval, you will get an email notification to approve or decline the leave they have submitted.

To review your child’s leave request, go to the “Student Request Pending Approval” tab.

2. You will then see the details for the leave request your child has applied for. Simply press the tick to approve or the cross to decline.

3. If you have shown your approval for this leave it is likely that the Boarding School Staff will approve the leave allowing your child to leave the school premises, so please view the details carefully. However Boarding School Staff may contact you if necessary.
Approving your child’s leave request via email.

1. If you get an email asking you to approve leave made by your child. Simply review the details and either press “Approve” or “Decline”.

   This means you don’t have to log into your Boardingware account to approve leave requested by your child.

2. Once you click the link to “Approve” or “Decline” you will be directed to a page to confirm your decision. Once you press “Yes” the leave will be successfully approved.