St George & St Martin Catholic Academy

(Member of The Newman Catholic Collegiate)

I wish to apply for leave of absence from school for my child:

Boulton Street, Birches Head, Stoke-on-Trent. ST1 2NQ. Telephone No: 01782 234384 E-mail: sgsmcp@sgfl.org.uk www.sgsmacademy.co.uk Principal: Mrs. D. Farmer BA (Hons), MA, NPQH





'Growing, Learning and Loving; United in Play, Prayer and Peace'

The Local Authority strongly discourages parents/carers from applying for leave of absence during termtime and encourages schools NOT to authorise such applications save in exceptional circumstances

STOKE-ON-TRENT CITY COUNCIL APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES IN TERM TIME The Education (Pupil Registration) Regulations 2006

This form should be completed in advance of the proposed period of absence, by the parent with whom the child normally resides. In line with Government and Local Authority guidance, all leave requests will be dealt with at the discretion of the Academy Committee and the child's period of attendance will be taken into account.

Name of Child	Class
First day of leave requested	Last day
Number of school days involved	
Exceptional circumstances leading to request:	
Signed (Parent/Carer)	Date
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
The above leave is authorised/not authorised (delete as applicable), in accordance with the schools procedures.	
Signed	
Date	
Comment by Principal/Chair of the Academy Committee, including number of half-days missed/% attendance over previous two years (if applicable)	
>>>>>>> TO BE RETURNED TO THE PARENT	
APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES IN TERM TIME	
Name of child	
Thank you for your request for days absence from school. These have been categorised as follows	
days authorised days unauthorised.	