

St. Margaret's Church of England Primary School
(Part of Inspiring Primaries Academy Trust)
High Street
Stoke Golding, Nuneaton
Warwickshire, CV13 6HE
Tel: 01455 212393
E-mail: stmargarets@ipat.uk
Executive Principal: Mr Adam Watson
Head of School: Miss Aly Steele



EXCEPTIONAL LEAVE FORM

Please complete this form and return it to school. Requests for absence can only be authorised where there are particular and exceptional circumstances that require your child to be out of school during term time.

Child's name & class: _____

Date of absence: _____

Number of school days your child will be absent: _____

Please give details of the exceptional circumstances that require your child to be out of school during term time

Signature of parent/carer _____ Date: _____

FOR SCHOOL USE:

Current attendance:

Holidays taken this academic year:

Absence request authorised: Yes / No (If no, absence will be recorded as unauthorised)

Signature of Executive Principal: _____

