



## **APPLICATION FOR STUDENT LEAVE** (to be completed by student's parents/carers)

**This application should be completed in advance if a student is requesting to be absent from school for 5 school days or more.**

Please email completed form to [info@smgs.nsw.edu.au](mailto:info@smgs.nsw.edu.au)

### **Student Details**

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Year: \_\_\_\_\_

### **Parent Details**

Name(s): \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

**Period of leave applied for:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Number of school days:** \_\_\_\_

**Note: The number of days a student is on leave in any calendar year should not exceed 99 school days. If this will be the case, special approval for any additional leave must be sought well in advance from the Principal to further seek approval from the Minister of Education, NSW.**

### **Reason for application for leave:**

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Parent signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **School Approval**

Supported by Tutor: \_\_\_\_\_ Supported by Director of Sport (if applicable): \_\_\_\_\_

Supported by Director of Curriculum & Operations: \_\_\_\_\_ Supported by Head of School: \_\_\_\_\_

Approved by Principal: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Office use only:

Senior/Middle School notified (if applicable)

Junior School notified (if applicable)

Boarding House notified (if applicable)