



## ST JOSEPH'S PARK HILL SCHOOL

### Absence Request Form

Parents are expected to take family holidays during the school holidays, and requests for absence during term time are not automatically authorised. No extra work is given to children who are removed from school to take holidays.

This form should be completed and given to Mrs Whitehead as early as possible.

### Absence Request Form

Name(s) of child(ren).....

Date(s) of requested absence.....

Purpose.....

Reason why this was not arranged during school holidays:

.....  
.....  
.....

Signature ..... Date.....  
(parent/guardian)

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### Authorisation of Absence

I authorise/do not authorise the absence of

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from school on the following date(s):

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Mrs Whitehead ..... Date.....