



Heather Muttock
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Absence Request Form

PLEASE BE ADVISED THAT ANY REQUEST FOR A HOLIDAY DURING TERM TIME WILL NOT BE AUTHORISED AND WILL RESULT IN AN UNAUTHORISED ABSENCE.

Name of Child _____

Year _____

First day of absence _____

Last day of absence _____

Reason for absence request _____

Signed _____

Authorised / Unauthorised _____ Headteacher

Headteacher's comments _____

One Team, One Goal - Excellence

