

HYDEN PRIMARY SCHOOL



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Parent request for in-term absence

Dear Principal

This is to advise that _____ will be absent

from _____ until _____ due to

I am aware that it is the school's preferred position that parents do not organise leave during the school term, and this leave may affect my child's progress and achievement. I am aware that examples of in-term absences that the school will approve include bereavement, serious illness of a family member or sporting representation at a state or national level. By proceeding with other forms of leave, I acknowledge that my child's curriculum and assessment program may not be able to be completed, and there is no requirement for teachers to provide work packages for students.

Name: _____ Relationship to student: _____

Signature: _____ Date: _____

Office Use:

Approved Not Approved

Reason:

Principal Name: _____ Signature: _____

Date: _____