**NURSERY ABSENCE REQUEST FORM**

Parents wishing to inform us that their child will be absent from Nursery should complete the form and return it to school.

As Nursery children are permitted leave for holidays, it will not be necessary for the school to return the form back to you once you have submitted it. We will use the form just to record your child’s absence.

**PLEASE COMPLETE ONE FORM PER CHILD**

**PARENTS SECTION** (to be completed)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname of child | | |  | | | | First name | | | |  | | |
| Surname of parent/guardian | | |  | | | | First name | | | |  | | |
| Reason for absence |  | | | | |  | | | | | | | |
| Length of absence  (nursery sessions) | | | |  | From  (date) | | |  | | To  (date) | | |  |
| Telephone contact  (if school wishes to discuss this) | | | | |  | | | | | | | | |
| Parent/guardian  Signature | |  | | | | | | | Date | | |  | |