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| Recorded in register and message book | |
| Recorded on spread sheet | |



Church Hill Nursery School
 Woodbury Road, London E17 9SB
 Telephone: 020 8520 4919
 www.fans.waltham.sch.uk



Low Hall Nursery School
 Low Hall Lane, London, E17 8BE
 Telephone No: 020 8520 1689
 www.fans.waltham.sch.uk

Dear Parents/Carers,

HOLIDAYS/ABSENCES

Please complete the form if you wish to take your child/ren on holiday during the school term:

I wish to take my child/ren away on holiday:

Child's Name:

First day of absence:

Last day of absence:

Date: Returning to Nursery

Number of school days
absent incl.

Reason:

Parent's/Carer's Name:
(Please print)

Date:

On this occasion this absence will be authorised

Authorised :
.....
Helen Currie – Executive Headteacher

or

On this occasion this absence will not be authorised

Unauthorised:
.....
Helen Currie – Executive Headteacher

Please note: That if you intend to take your child/ren away longer than 4 weeks this could result in your child/ren being taken off roll.