



REQUESTS FOR ABSENCE OR HOLIDAY

If at any time during your child's time at Speedwell Nursery School and Children's Centre you wish to take them out for a holiday or a longer period of absence, please fill in a form to request that absence.

Forms are available from the office and completed forms should be returned to the office as soon as possible.

Thank you for your co-operation with this

Speedwell Nursery School and Children's Centre



A Sure Start Children's Centre

REQUEST FOR ABSENCE OR HOLIDAY

If you would like to request to take your child out of Nursery for a leave of absence or a holiday, please complete the details below and return to the office.



Name of child			
Class			
First day of absence/holiday			
Last day of absence/holiday			
Reason			
Parent/carer's name			
Signature			
Date			
FOR OFFICE USE			
Absence authorised by: (staff signature)			
Entered in register		Entered on SIMS	