



Washwood Heath  
Nursery School



# Washwood Heath Nursery School

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[website - www.washwoodheathnursery.co.uk](http://www.washwoodheathnursery.co.uk)

Head Teacher: Valerie Daniel

## ABSENCE FROM NURSERY REQUEST FORM

### PLEASE NOTE:

**CHILDREN IN A FREE NURSERY PLACE SHOULD NOT TAKE HOLIDAY IN TERM TIME. THIS IS IN LINE WITH LOCAL AUTHORITY GUIDANCE FOR SCHOOLS.**

**THE NURSERY CANNOT GUARANTEE THAT A PLACE WILL CONTINUE TO BE AVAILABLE IF A CHILD IS ON ABSENT FOR MORE THAN TWO WEEKS. IF WE HAVE CHILDREN ON THE WAITING LIST YOUR CHILD MAY LOSE THEIR NURSERY PLACE.**

Name of Child/ren: .....

Date from: ..... Date To: .....

Reason for absence: .....

Please provide an address of where you and your child are residing during the absence:

.....  
.....  
.....

Class: ..... Key person: .....

*By signing below, I give my permission for the Nursery to pass this information to the Local Authority if my child is absent for more than two weeks.*

Parents/Carer Name (print): .....

Signed: ..... Date: .....

**(PLEASE NOTE ALL DAYCARE, EXTENDED PROVISION AND HOLIDAY PROVISION FEES ARE DUE EVEN YOUR CHILD IS ABSENT IN LINE WITH NURSERY TERMS AND CONDITIONS)**

Staff Authorised signature: ..... Date: .....