



Wyndham Park Nursery School

Hill Avenue, Grantham, Lincs NG31 9BB

Lincolnshire County Council

Head Teacher: Laura Cook

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Request for Absence (family holiday, school visits etc.)

This form should be used for requests concerning family holiday, school visits etc. during term time. Absence due to illness or medical reasons should be telephoned through to the office **on your child's first** date of absence. Any unexplained absence will be followed up with a phone call from the nursery to establish the reason for absence.

Pupil Name

Class AM/PM

Absence requested from

to

Reason for absence:

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

Signed: (parent/guardian)

Date:



Ref: W:\FORMS\absence request form - pupils.doc