**Please read the following information prior to completing the absence request.**

Parents must notify the school in advance of any absence relating to holiday, trip/visit or non-short term family emergency. If your child is going to be away for more than three weeks, your funding will not automatically continue and therefore will not cover the weeks exceeding the three-week maximum. Therefore, parents will be liable for the shortfall and full fees will be chargeable (£18 for each 3 hour session).

We ask that this form be completed 4 weeks prior to the requested leave of absence. The maximum period for which a place can be held is three weeks in any single term. Upon receipt of your application for extended leave, the school will confirm that we will “hold” your funded place provided the unfunded fees are paid in full.

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| **Full name of Pupil: Class: Chipmunks****Reason for request for leave of absence:****Intended dates of absence:****Does this absence exceed 3 weeks?****Would you like your Nursery place held?****Please confirm that you will pay for unfunded fees exceeding 3 weeks: Yes / No****Parents Name:****Signature:** **Date:** |

For Office Use only:

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| **Confirmation given to Parent that Nursery place will be held upon child’s return. Yes / No****Signed: Date:**  Ms Kath Margetts Headteacher |