

**Name of Pre-school or Day Nursery**

**Notification of absence during the term time for holiday, trip or visit**

<b>Parent/carers details</b>	<b>Child details</b>
Name	Name
Email	Date of Birth

**I intend to take my child out of the pre-school/nursery for a holiday, trip or visit on the following date/s during the Autumn/Spring/Summer\* Term 20..**

<b>First day of absence</b>	<b>Last day of absence</b>	<b>No of days/weeks</b>
<i>Example: Monday 1<sup>st</sup> September</i>	<i>Wednesday 3<sup>rd</sup> September</i>	<i>3 days or 1 week</i>

\*delete as applicable

**Sign and date statement A, B or C to confirm the absence/s**

**A.** I confirm that this absence/s, combined with any other holidays, trips or visits already taken/planned during the term, does not exceed 3 weeks in the current term.

Signed .....

Date .....

**B.** I confirm that this period, combined with other holiday, trip or visit absence already taken during the term, does exceed 3 weeks in the current term and that I am, therefore, liable to pay **full fees** for the extended absence period (over and above the 3 weeks) in order to secure my place at the setting.

Signed .....

Date .....

**C.** I confirm that this period, combined with other holiday, trip or visit absence already taken during the term, does exceed 3 weeks in the current term and that I do not agree to pay **full fees** for the extended absence period. I understand that this means that my child's place at the setting may not be available when I return from the holiday, trip or visit.

Signed .....

Date .....

**Return this form to the Pre-school or Day Nursery**