



Shiplake Church of England Primary School and Shiplake Village Nursery



Memorial Avenue, Shiplake, Henley on Thames RG9
4DN

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Headteacher Mrs K Page-Howie	Deputy Headteacher Miss L Leadbetter	Chair of Governors Mrs S Blomfield	Acting Nursery Manager Mrs H Ackroyd
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Absence from Nursery Form

We closely monitor children`s attendance in the Nursery setting and encourage parents to make sure their child is at Nursery for the sessions that have been requested. In order to support school readiness and for all children to start their education with a routine of regular attendance, we ask that you inform the Nursery of any planned absence by completing this form and return it to Nursery at least 2 weeks before the intended absence. Many thanks

Child`s Name:	Child`s Date of Birth:
Parent/Guardian Name:	
Address of Child:	
Telephone Number:	
Length of Absence (number of Nursery days):	Destination:
Reason for Absence:	
Date of Departure:	Date due back to Nursery:
Parent/Guardian Signature:	Nursery Manager Signature:



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