



Newtown Early Years and Infant School  
Berkhampstead Road, Chesham,  
Buckinghamshire HP5 3AT  
School Telephone / Fax: 01494 783713  
Nursery Tel: 01494 782989  
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www.newtown.ik.org

## Notification of school absence

Name of child: .....

Class: .....

Proposed dates of absence from: ..... to: .....

Details and reasons for absence:

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.....  
.....  
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Signature of parent /carer: .....

Date: .....

As per our Attendance Policy which is available on the school website, no family holiday will now be authorised and a penalty notice may be issued. If a child is away for longer than 10 school days and we have not been informed their school place maybe in jeopardy.

Response from the school:

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Signature: .....

Date: .....