



## Child Absence Form and Procedures

### To be Returned before the Absence Begins

Your child benefits from regular routines and attendance at school during term time. **We recommend that parents do not take their child out of nursery school for any reason during term time unless it cannot be avoided.**

Early years funding will stop if your child is absent for more than 10 school days and we reserve the right to charge parents at £5.00 per hour for any hours we cannot claim from the local authority.

If you are thinking of taking your child out of nursery for any reason please complete this form and return to the nursery **before the absence begins.**

#### **Travel and Covid 19**

Please be aware that if you are going on holiday and are travelling abroad you may find that you have to quarantine on your return to the UK. Countries for which quarantine is required are changing all the time. You should not travel to areas in local lockdown in the UK. Penalties of up to £10,000 can be imposed for breaking quarantine and lockdown rules.

For the safety of all our staff, children and their families your child will not be able to return to school until any relevant quarantine periods have been completed (10 days provided you are all well and clear of Covid 19). We may ask you to provide evidence of the dates of your return to the UK before allowing your child back into school, especially, but not exclusively, if quarantine rules change whilst your child is absent from school.

Child's Name:	
Last day in School	
Return to school on	
Reason for Absence	
Date of travel out (if applicable)	
Date of travel return (if applicable)	
Destination: town in the UK or the town and country if abroad (if applicable)	

**Declaration: I will abide by any quarantine rules in place in the UK before returning my child to Ronald Tree Nursery School.**

Parent/Carer Name: .....

Signed: .....

Date: .....