

**Berkhampstead Road, Chesham,**

**Buckinghamshire HP5 3AT**

**Telephone: 01494 783713**

**e-mail:** [**office@newtown.education**](mailto:office@newtown.education)

**Notification of school absence**

**Name of child: .....................................................................................................................**

**Class: .....................................................................................................................**

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

**Details and reasons for absence:**

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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 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: ........................................**