



REVIEWED  
November 2011

### Reason for Absence Notes

***You need to give an explanation note, giving the “reason for absence” for EACH and EVERY time your child is not present (when expected) at Playbox!***  
***You can be asked (as agreed through your CIF contract) to pay back your funding (currently @ £3.62 per hour) if your child does not attend regularly enough (approximately 75%)***

Authorised absences include Sickness;  
Up to 2 weeks holiday per annum and,  
Medical appointments

Any absences taken outside the  
authorised reasons,  
Or not covered by an absence note are  
treated as unauthorized absences.

My Child..... Was absent from The Kennford Playbox

On..... For the following reason:

- Sickness...(Give Brief Reason).....  
.....
- Holiday...(Give Dates).....  
.....
- Medical Appointment...(Give Brief Reason).....  
.....
- Other...(Give Brief Reason).....  
.....

Signed.....

Dated.....



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