

## Absentee Notice

Name of Student \_\_\_\_\_ Class \_\_\_\_\_

**Whole Day absence** Date \_\_\_\_\_

**Partial absence** Date: \_\_\_\_\_ Time in or out: \_\_\_\_\_

### Reason for absence

The reason for the absence must be shown below. (Please tick the appropriate box and give details.)

**Note:** If you prefer, you may telephone the school to explain your child's absence.

☐ Sickness (please give details, eg flu)

\_\_\_\_\_

☐ Family reasons (please give details, eg attendance at a funeral)

\_\_\_\_\_

☐ Other reason (please give details, eg attendance at a religious ceremony)

\_\_\_\_\_

Name of Parent/Carer \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_