ABSENTEE NOTE

Name of Student: __________________________________________ Class: ____________

Date of absence: ___________________________________________

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, e.g. flu)

______________________________________________________________________

☐ Family reasons (please give details, e.g. attendance at a funeral)

______________________________________________________________________

☐ Other reason (please give details, e.g. attendance at a religious ceremony)

______________________________________________________________________

Name of Parent/Carer______________________________________________

Signature of parent or carer_______________________________________________

Date_____________________________