ABSSENTEE NOTE

Name of student  ____________________________________________ Class __________

First date of absence  ____________________ Last 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, 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 or carer  ____________________________________________

Signature of parent or carer  ____________________________________________

Date  ____________________________________________