ABSENTEE NOTE 1 – ONE DAY ABSENCE

NOTE 1 should be completed in English by parents or carers to inform the school when a child is absent for one whole day.

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, 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 ________________________________________________________