NOTE 2 should be completed in English by parents or carers to inform the school when a child is absent for more than one day.

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 _________________________________________________________