ABSENTEE NOTE 3 – PART DAY ABSENCE

NOTE 3 should be completed in English by parents or carers to inform the school when a child is absent for part of the day.

Name of student ___________________________ Class ___________________________

Parent or carer please tick ✓ either arrived late or must leave early

☐ Arrived late ☐ Must leave early

☐ Arrived late Time ___________________________ Date ___________________________

OR

☐ Must leave early Time ___________________________ Date ___________________________

Reason for absence

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

☐ Sickness eg medical or dental appointment

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

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

If applicable, parent or carer to tick ✓ one of the boxes below

☐ My child will return to school today Time ___________________________

☐ My child will not return to school today

Name of parent or carer ________________________________________________

Signature of parent or carer ____________________________________________

Date __________________________

ENGLISH