

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 _____