

## 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 \_\_\_\_\_