

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

Name of Student \_\_\_\_\_ Class \_\_\_\_\_

**Parent or carer please tick ✓ either arrived late or 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.)**

**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)

\_\_\_\_\_

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

My child will return to school today at:      Time \_\_\_\_\_

My child will not return to school today

Name of Parent/Carer \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_