

## Notification of Absence

If your child is absent from school please telephone the school office on the first day. When your child returns to school he or she will need to bring a note from you explaining the reason for the absence. To help absence slips can be found on pages 179, 181 and 183 of your child's planner (*see below*).

These slips are for explaining absences or informing the school of a medical appointment. They ARE NOT for requesting leave of absence. Requests for leave of absence for exceptional circumstances should be made on the school form (available from the school office) at least two weeks before the anticipated start date.

### Absence Notes

\_\_\_\_\_ (name) \_\_\_\_\_ (tutor group) was/will be absent  
from (date): \_\_\_\_\_ to (date) \_\_\_\_\_ for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

Signed (Parent / Guardian): \_\_\_\_\_



\_\_\_\_\_ (name) \_\_\_\_\_ (tutor group) was/will be absent  
from (date): \_\_\_\_\_ to (date) \_\_\_\_\_ for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

Signed (Parent / Guardian): \_\_\_\_\_



\_\_\_\_\_ (name) \_\_\_\_\_ (tutor group) was/will be absent  
from (date): \_\_\_\_\_ to (date) \_\_\_\_\_ for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

Signed (Parent / Guardian): \_\_\_\_\_