

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 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 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 _____