NOTIFICATION of PLANNED STUDENT ABSENCES

It is a requirement that formal notification is provided for ‘planned’ absences for children who will be away from school for three days or more.

A copy of this notification will be distributed to the following people:

- Principal
- Class Teacher
- Administration/Absentees

STUDENT DETAILS:

Surname: _____________  First Name: _____________  Room/ ___
Surname: _____________  First Name: _____________  Room/ ___
Surname: _____________  First Name: _____________  Room/ ___
Surname: _____________  First Name: _____________  Room/ ___

My child/children will be away from school ▶

From _________________________  Until _________________________

Date returning to school: _________________________

REASON FOR ABSENCE:

- Family Holidays  □
- Illness in the family  □
- Medical/Dental  □
- Personal/Family  □
- Transport problems  □
- Bereavement  □
- Other: ________________________________________________________________

______________________________________________________________

______________________________________________________________

Parent/Guardian’s Full Name: _______________________________________

Signature: _________________________  Date: _________________________

Should homework be required for a student who is ill or on family holiday, please ask at reception.