



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 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.