




School News:

 **ABSENCE / LATENESS NOTE—FOR PARENTS**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date/s of absence/s: \_\_\_\_\_

*Reason for absence: (please tick)*

Medical / Dental App  Late Arrival

Illness  Early Departure

Parent Choice  Extended Family Holiday

\_\_\_\_\_ Educational eg. Gateways

Explanation: \_\_\_\_\_


\_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

(Mother, Father, etc.)

*It would be appreciated if a note could be sent along with your child when they return after each absence. If your child is going on an extended family holiday, please collect a form from the office. Thank you.*

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