

Absence Information Form

Child's name..... Class.....

Date(s) of Absence.....

My child was absent from school on the dates indicated for the following reason:
(Please give brief details in the box provided)

Signed..... (Parent/Carer)

PLEASE COMPLETE A FORM AFTER EACH PERIOD OF ABSENCE, IF THE FORM IS NOT COMPLETED THE ABSENCE WILL BE RECORDED AS UNAUTHORISED. PLEASE RETURN FORM TO THE SCHOOL OFFICE.