

Dear _____ (Insert teachers name),

My child was absent from school on the date/s shown below.

Please find the absence explanation details below.

Name of Student _____ Class: _____

Date/s of absence/s: _____

Reason for absence

The reason for the absence must be shown below. (Please tick the appropriate box and give details.)

Sickness (Please give details, eg flu)

Family reasons (Please give details, eg attendance at a funeral)

Other reason (please give details, eg attendance at a religious ceremony)

Name of Parent/Carer _____

Signature of Parent/Carer _____

Date _____

Return this note to the classroom teacher within 7 days of the child's absence.