REQUEST FOR EXPLANATION – ONE DAY ABSENCE

Name of Student ________________________________  Class ________________

Date of absence ________________________________

Reason for absence
The reason for the absence must be shown below. (Please tick the appropriate box and give details.)
Note: If you prefer, you may telephone the school to explain your child’s absence.

☐ 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 ________________________________