REQUEST FOR EXPLANATION – TWO OR MORE DAYS ABSENCE

Name of Student ___________________________________________  Class ________________

First date of absence ______________________  Last 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 __________________________