

Fairhills Primary School

ABSENCE FROM SCHOOL NOTIFICATION

My child _____ in Class _____

Please tick :-

was **absent** from school

was **late** arriving at school

is **leaving early**

is **returning** after leaving earlier in the same day

Reason for absence eg. Sick, family holiday, appointment etc.

Date _____ Time of arriving or leaving _____ am/pm

Signature of Parent/Guardian _____

PARENTS/GUARDIANS ARE ALSO REQUIRED TO SIGN THE REGISTER AT THE OFFICE FOR LATE ARRIVALS OR EARLY DEPARTURES.

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For office use only: Classroom teacher to tick once amendment has been made on attendance roll

Authorised by _____

(Classroom teacher signature required)

