Reporting Absence

Please complete if your child is absent from school. This includes planned absences and absence through illness.

Child's Name		
Child's Class		
Child's Date of Birth		
Type of Absence. *If you are providing us with advance notice of an absence please choose* **Planned.** **Please tick one box. Planned or unplanned.**	**Planned**	**Unplanned**
Absence start date		
Absence end date. *If you know when they are likely to return to school, please enter the date here.*		
Reason for Absence *Why will the child be absent from school?*		
Your name		