



Absence Form

It is anticipated that every child will be present for the whole of every school day throughout the year, and for any planned out-of-school activity. Parents are responsible for ensuring that their child attends school, and it is important that children are in school on time and ready for school. It is a legal requirement for schools to track and report attendance and follow up absences.

Valid reasons for non-attendance include: illness, medical and dental appointments, days of religious observance, family bereavements, interviews and external exams and attendance for visa/ passport appointments.

School holiday dates are circulated well in advance, and time out of school for holidays should only be requested in exceptional circumstances. Please include a letter addressed to the Headmaster with any request for time off for holiday.

Date/s of requested absence _____

Reason for absence:

- Medical/dental appointment _____
- Religious holiday/observation _____
- Senior school visit/exam _____
- Embassy/Passport/Visa appointment _____
- Family Reason (e.g. wedding, funeral, birth, etc.) _____
- Holiday _____

Please provide any additional details:

Child's name _____

Class _____

Date _____

Contact number _____

Parent's signature _____

For office use only

- Approved
- Disapproved
- Parents Notified