

ADVANCED NOTIFICATION OF CLASS ABSENCE

Child's name:

Reason for absence:

Please complete this form and hand in at the office (or leave in the box in the foyer) when you can give **advanced notice** of any absences from class (eg school activities, family functions, holidays, injury/illness &etc). This will help us make sure all staff are aware of the situation.

For all other absences you should notify as normal – to the teacher in person or by calling the office and leaving full details of class/teachers/times and the reason for the absence.

Date	Day	Class	Studio	Teacher

If absence is for more than 1 week, please indicate expected return date:
(and remember to notify us if this changes)

Signature of Parent: Date:

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