

NOTIFICATION OF ABSENCE

Please complete this form on the first day you return to school after you have been absent and give in at reception.

Date			Student ID Number	
Given Name			Family Name	
English Name, if applicable			Programme	Level/Class: _____ Tutor: _____
Contact details	Email: _____		Mobile: _____	
Period of Absence	From	to	Visa Status	
Reason				
	Please note: Attendance policy will be followed			
	If reason for absence is sickness/accident: (i) Attach medical; (ii) Attach ACC form if you have had an accident.			
Signature				

For Office Use Only

Staff	
Enrolpro	▪ Date Entered: _____ ▪ Entered by: _____
YES/NO	• The student is provided with appropriate advice for insurance claims or any other assistance requested or identified by staff.