



# Gravenhurst Academy School Absence Form

If your child is absent from school you are required to contact the school as early as possible – before 9am.

Please would you then complete the form below and return it to the school office:

Name of child:

Class:

First date of absence:

Date of return:

Reason for absence:

| Illness | Family Emergency | Other |
|---------|------------------|-------|
|         |                  |       |

Please note that if this form is not returned to the school office then this absence will be unauthorised.

Signed

Name

Contact number