

Please complete and return for each past, or planned future absence

**Covenant Christian School Office**

PO Box 6154 Frenchs Forest DC NSW 2086

[admin@covenant.nsw.edu.au](mailto:admin@covenant.nsw.edu.au)

Ph: 02 8459 4200

## Absent from School Note

Student Name: \_\_\_\_\_ Home Class / Year: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ to \_\_\_\_\_

Reason for Absence:  Sickness,  Appointment,  Family Holiday,  Other: \_\_\_\_\_

**For travel leave of 5 days or more** parents should complete and submit, prior to leave, an **Application for Extended Leave - Travel Form**. Download the form at [www.ourcovenant.com.au/letters](http://www.ourcovenant.com.au/letters)

SECONDARY SCHOOL ONLY:  I am aware that my child has, or will, miss the following tasks and I (or my child) will make arrangements with the teacher.

Subject	Task

Parent / Guardian Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

You may also call the School Office on the day of an absence and then complete a signed **Absent from School Note** and drop it off at Student Reception. Alternatively a parent can email with student name, class and reason.

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