

Dear Parent/Guardian;

School records indicate that your son/daughter
was absent/ late/ left school early on the following date(s):.

Under the requirements of the Education Reform Act 1990 – Compulsory School Attendance and the NSW Board of Studies requirements a written explanation must be forwarded to the school with 5 days of the absence.

If the school does not receive written notification of the absence then an unexplained absence will appear on the class roll and your child's school report.

Please assist the school in maintaining accurate records of student absence and your child by completing the tear off slip below and having your child return it to the school office on their next school day.

Thankyou for you assistance in relation to this important area of school record keeping.

Sincerely

Melise Sutton
MANAGER

My son/daughter _____

was absent / late/ left early on (date/s)_____

Reason for absence_____

Signed _____
Parent/Caregiver

Date_____

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