PARENT NOTE TO EXPLAIN EXTENDED ABSENCE

(five school days or more)

STUDENT NAME ________________________________

YEAR ______

DATES OF ABSENCE
Last day of attendance prior to absence _________________
Expected date of return to classes _________________
Explanation for the absence

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Parent/Guardian Signature __________________________
Parent/Guardian Name Printed __________________________

Date __________________________
Parent contact number __________________________

Approved by Principal __________________________
(up to 25 school days)

Exemption Certificate
Application required ___________ No
(five school weeks or greater)

Dear Parents

RE: EXTENDED ABSENCE FROM SCHOOL (5 school days or more)

As you are aware, you are required to inform the school of all absences in writing.

However, it is especially important if the absence is going to be of an extended nature (e.g. overseas trip) that you ensure written notification is made prior to any absence. Appropriate forms are available from the front office and also on the school website.

If your child/ren are to be absent from school for a period of five school weeks or greater, it is also necessary for you to lodge an Exemption Certificate Application with the Liaison Unit of the Education and Training Directorate. Relative applications are available from the Front Office.

Please note these are requirements under the Education Act 2004 and necessary for us to remain compliant with the record keeping obligations relative to student absences.

Regards

Doug