



Education &
Communities

Public Schools NSW

STUDENT ATTENDANCE IN GOVERNMENT SCHOOLS

Absentee Notices

Learning and Engagement Directorate

2015

Absentee Notices

SALM ID Attendance_1

Absentee Notice 1 – Compulsory School Attendance

(Print on school letterhead and retain photocopy with attendance records)

Dear **Parent's name**

Regular attendance at school is essential if **student's name** is to achieve **his/her** educational best, social and psychological potential, and increase **his/her** career and life options.

The school is required to record explanations for any absences as a way of ensuring that students are absent from school only when they are sick or have another acceptable reason for missing school.

If you are able to explain any absences within seven days of their occurrence we will adjust our records.

Student's name was absent from school on **dates** and no explanation has been received. If you have concerns that our records are incorrect please contact the school immediately.

Please assist us by completing the details below and return it to school as soon as possible.

Alternatively, you may wish to contact the school on **telephone** to discuss your child's attendance.

Yours sincerely

PRINCIPAL

Date:

Please provide an explanation for the absence/s by returning this section or telephoning the school.

Name of Student _____ Year/Class _____

Date/s of absence _____

Reason for absence

Parent name: _____ Signed _____ Date: _____

Absentee Notices

SALM ID Attendance_2

Absentee Notice 2 – Compulsory School Attendance

(Print on school letterhead and retain photocopy with attendance records)

Dear **Parent's name**

Student's name, was absent from school on **dates** and no satisfactory explanation has been received.

The *Education Act 1990* requires you to ensure your child attends school each day that instruction is provided unless they are prevented from doing so by sickness or other acceptable reason and for you to provide an explanation for any absence.

The Act requires you to explain your child's absences within seven days of their occurrence. Failure to do so will result in an unjustified absence being recorded.

Please provide an explanation in the space below and return this form to the school as soon as possible. If you have concerns that our records are incorrect please contact the school immediately.

Alternatively, you may wish to contact the school on **school telephone number** to discuss your child's attendance.

Yours sincerely

PRINCIPAL

Date:

Please provide an explanation for the absence/s by returning this section or telephoning the school.

Name of Student _____ Year/Class _____

Date/s of absence _____

Reason for absence

Parent name: _____ Signed _____ Date: _____