

ABSENTEE NOTICE (2)

COMPULSORY SCHOOL ATTENDANCE

Name of student _____

Date/s of absence _____

School telephone number _____

Dear _____

Your child was absent from school on the date or dates shown above and no satisfactory explanation has been received. The Education Act 1990 (Education Act 1990) requires your child to attend school each day that instruction is provided unless prevented from doing so by sickness or other good reason. 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. Alternatively you may wish to contact the school on the telephone number shown above to discuss your child's attendance.

If you need an interpreter to assist you to contact the school, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. The interpreter will call the school and stay on the line to assist you with your conversation. You will not be charged for this service.

Yours sincerely _____

Principal _____

Date _____

Reason for absence _____

Name of parent _____

Signature of parent _____

Date _____