

ABSENTEE NOTICE (1)

COMPULSORY SCHOOL ATTENDANCE

Name of student

Date/s of absence

School telephone number

Dear

Regular attendance at school is important for students to reach their potential. The school is required to record the reason for any absences as a way of ensuring that students are absent from school only when they are sick or have another good reason for missing school.

Your child was absent from school on the date or dates shown above and no explanation has been received. Please assist us by completing the attached form in English and return it to school with your child 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 _____