

Attendance letter - telephone interpreter service

Name of student

Dear parent/carer

The attached letter outlines concerns we have about your child's attendance at school.

The NSW Education Act (1990) requires parents/carers to ensure that their children attend school on each day that the school is open unless they are sick or the Principal approves leave for another reason. If your child is absent, you are required to provide an explanation within seven days of the absence.

If you have difficulty understanding the attached letter please contact us so that we can offer our support.

If you need interpreter assistance when contacting us, please call 131 450 and ask for an interpreter in your language. Tell the operator the phone number you want to call, and they will get an interpreter on the line to help you with your conversation. You will not be charged for this service.

Name of school contact person

School contact person phone number