



## ABSENT NOTE 2020

Dear Parents / Carers,

It is a legal requirement of the Department of Education that the school keeps a manual or electronic attendance / absence record for all students. This is kept in hard copy and signed off by an executive member on a weekly basis.

A home school liaison officer then verifies student absences, appointments and leave, on visits to the school. On receiving this letter please complete and return it promptly to the school. We must have absences in writing, whether it is a school absence form / school App or your child's personal communication book both are acceptable. We encourage our families to utilise the school app to record the absentees and upload any medical documentation required.

If you have already notified your child's teacher in writing, please disregard this letter.

Please attach a medical certificate or hospital paperwork if relevant. Students who are absent for 3 days or more require a medical certificate.

Yours sincerely

Mariane Youness Wood  
Principal

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## ABSENT NOTE 2020

Date \_\_\_\_\_

My child \_\_\_\_\_ was absent from William Rose school on the following

Date/s \_\_\_\_\_

Reason for absence \_\_\_\_\_

Signed \_\_\_\_\_  
(signature)

Name \_\_\_\_\_  
(print name)