

# Completing Absentee Notes and Notices

## Information for parents and carers

It is important to tell the school if your child has to be absent from school and to provide a reason for the absence.

Principals are legally responsible for keeping accurate records of student attendance.

Principals are also responsible for deciding if the reason given for an absence is justified.

Wherever possible, parents and carers are encouraged to provide an explanation for absences before the absences occur.

The Principal of the school has the right to question parents' requests for their child to be absent from school. The Principal also has the right to question an explanation given for a child's absence from school.

To explain an absence parents and carers may:

- send a note, fax or email to the school
- telephone the school, or
- visit the school.

### Bilingual Absentee Notes

Three bilingual absentee notes are available to assist you to inform the school of your child's absence.

Absentee Note 1 should be used when a child is absent for 1 whole day.

Absentee Note 2 should be used when a child is absent for more than 1 day.

Absentee Note 3 should be used when a child is absent for part of the day.

### Absentee Notices

If the school has not received an explanation for a child's absence they may send you an Absentee Notice.

Principals use the Absentee Notice to contact parents within two days of an unexplained absence. The Absentee Notice must be completed in English and returned to the school within seven school days, giving a reason for the absence.

### Completing details of absences

Sections of the Absentee Notes and the Absentee Notice ask you to provide details for your child's absence or partial absence.

For the school to be able to understand the reasons given, these sections should be completed in English. Possible reasons are provided in this leaflet and have been translated into English for you to copy onto the forms, if applicable.

If you have difficulty understanding the Absentee Notes or Absentee Notice or with completing the details you may telephone the school to explain the reason for your child's absence. If you telephone the school you do not need to fill in a written note as well.

### Telephone Interpreter Service

If you need an interpreter to assist you to contact your child's 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.

## Possible reasons for absence

### Medical reason:

Flu  
Stomach-ache  
Diarrhoea  
Cold  
Headache/Migraine  
Strong pain  
Fever  
Broken bone  
Vomiting  
Infectious illness eg chicken pox  
Nose bleed  
Asthma  
Rash  
Injury  
Medical appointment  
Dental appointment  
Optometry appointment  
Physiotherapy appointment  
Specialist appointment  
Other - I will telephone the school to explain

### Family reason:

Funeral  
Moving residence  
Arrival or departure of an immediate relative from overseas  
Unavoidable involvement in a serious family incident  
Other - I will telephone the school to explain

### Other reason:

Misadventure and unforeseen events  
eg fire, flood  
Participation in special event, eg attendance at a religious ceremony  
Family holiday  
Transport difficulty  
Unavoidable delay