ATTENDANCE NOTIFICATION LETTER

Dear Parent/Caregiver,

An attendance label has been sent to you in your child’s diary/communication book regarding your child’s lateness or absence on ________________.

We are concerned that:
☐ Your child has been absent from school through lateness or absences.
☐ We have no contact with you regarding this matter.

Please telephone the school as soon as possible so that we can assist you in any way and make sure that your child is able to return to school.

Alternatively, if your child is returning to school tomorrow, please complete the ‘tear off’ slip below and have your child return it to the Front Office.

We look forward to hearing from you soon.

With kind regards,
Mrs Sheree Mader

To avoid further action, please return this to school promptly

ABSENCE/LATE NOTE FOR ____________________ CLASS ______

Was absent on ____________ because ________________________

Date: _______________    Signed: _________________________