



Kentlyn Public School

Georges River Road, Kentlyn, 2560
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www.kentlyn-p.schools.nsw.edu.au

Monday 11 March 2019

Dear Parents/Carers,

Absentee Notes- Kind Reminder

As per the Department of Education policy, it is a requirement that all absences from school are explained within seven days of the first day of any period absence.

We understand how sometimes through the 'business' of our day this can be overlooked. This is why we have set up a system that we send reminder notes home with the dates that your child was absent from school.

This is a great opportunity to complete these notes and return to the office so that we can update our records promptly. Last week we sent home over 90 reminder notes for absences to be completed and returned to the office.

Please remember that it is a requirement that the absences are explained. If they are not explained then your child will be marked with an 'unexplained absence'. Absenteeism is constantly monitored in all schools by our Home School Liaison Officer.

At Kentlyn Public School you can contact us through a variety of ways to let us know of your child's absence/s. You can do this through:

- Our Skoolbag app
- Calling the school
- Writing a note and handing it in the office or to your child's teacher
- Completing the absentee note attached for your convenience.

If there are any issues or concerns in regards to your child attending school please contact us at any time for further assistance.

Thank you for your continued support.

Regards

Androula Kavallaris
Principal

ABSENTEEISM NOTE

Dear Teacher,

My child _____ in class _____ was absent

from school on _____ / _____ / _____

until _____ / _____ / _____ due to:

Reason _____

Signed: _____

Parent / Carer



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Dear Teacher,

My child _____ in class _____ was absent

from school on _____ / _____ / _____

until _____ / _____ / _____ due to:

Reason _____

Signed: _____

Parent / Carer

