

Explanation of Absence

Student Name: _____

Absence Date: _____

Date Absence Note sent home: _____

Teacher Name: _____

Absence note returned and updated in Sentral **BYRON BAY PUBLIC SCHOOL Explanation of Student Absence**

I advise that my child (full name)

Roll class was absent from school from/...../..... to/...../.....

Reason for absence eg. **Sick (please detail symptoms below)**, doctor/dentist visit, holidays, family reasons etc*Please note: If your child is absent with flu like symptoms, they must be symptom free before returning to school.*

Signed: (parent/caregiver) Date:

*Parents must provide an explanation for absences by means such as a telephone call, written note, School Stream notice or email to the school within 7 days from the first day of any period of absence.**Please complete this note in full. Your child then needs to hand this explanation to the classroom teacher on return to school. Explanations received after 7 school days will be recorded as "Explained/Unjustified".*

Yours sincerely - Mrs Linda Trigg – Principal

Absent from School

The Department of Education's policy on student attendance, includes absences that can be recorded as justified on our school rolls which are legal documents.

Further to this, the table below outlines some of the various reasons for absences, including late arrivals and early leavers, divided into those that can be recorded as justified and those that are to be recorded as unjustified. Unjustified absences are those that cannot be accepted by the school as a reasonable excuse for not having your child at school. Attendance at school is compulsory from 9.20am to 3.15pm daily.

If students are arriving late or leaving early, this has a flow on effect upon others, as teaching and learning is interrupted every time this happens. Please make sure students are here all day, every day unless they are unwell or there are exceptional circumstances.

Justified	Unjustified
<ul style="list-style-type: none"> • Sick – with detailed symptoms. • Appointment with a: <ul style="list-style-type: none"> ◦ Doctor; ◦ Dentist; ◦ Paediatrician; ◦ Psychologist or specialist of similar calibre; • Family funeral. 	<ul style="list-style-type: none"> • Slept in; • Have visitors; • It's someone's birthday; • Went out to breakfast; • Leaving early for sporting or cultural activities that are not part of BBPS's programs; • Leaving early to travel away; • The surf is up; <p>These are just a few of the unjustified/unacceptable excuses.</p>