ABSENCE EXPLANATION TO PARENTS

FULL DAY ABSENCE

**Full Day/s Absence** form is to be filled in for 1-9 consecutive day absences. Reason is to be cited on the form (Tick Box or explanation) Form must be signed by the parent and returned to school. Student must present the form to the Office before school (either on return from leave or where reason for leave is known before actual leave, then prior to leave) NB* Absences of more than five consecutive days will be communicated to the Principal.

IMPORTANT* Absences of 10 or more days for travel or absences relating to employment in the Entertainment Industry OR participation in an elite Sporting Event require completion of FORM A1.

PARTIAL ABSENCES

**Partial Absence – Early Departure** form is to be filled when student is required to leave school before the end of the school day. 
**Partial Absence – Late Arrival** form is to be filled in when student is late for commencement of the school day.
Reason is to be cited on the form (Tick Box or explanation)
Form must be signed by the parent and handed in to the School Office for processing. 
**Please note** When arriving at school late (and going to the office to hand in the Partial Absence-Late Arrival form) your child will need to accompany you to the office before going to class.

PARTIAL ABSENCE (eg, Leave early and return)

The **Leave and Return** form is to be filled in when a student is collected by a parent during school hours in order to attend an appointment and then returned to school before the end of the school day. This means that the child is absent for a few hours during the day. This form is to be filled in and presented to the School Office on departure. **A note will be made of the time of departure.** The parents will then be asked to keep the note until returning to school. On return the note **must** then be handed in to the School Office. A note will be taken of the return time and the note will be filed.