



Bunbury Primary School

## ABSENTEE NOTE

Dear Parent/Caregiver

The school requires an explanation if a child is absent from school.

Would you please assist the school by completing the following information about your child's absence and return it to the class teacher.

You can also download the School App to report your child's absence.

Child's full name: \_\_\_\_\_

Room No. \_\_\_\_\_ Year \_\_\_\_\_

Was/Will be absent from school on \_\_\_\_\_

Because \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Your support and assistance is appreciated.

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### Office use only:

Verbal/Phone

Note

Authorised by:

Date:

Comment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_