

write a **note** !

when your child is away

Parents and carers are responsible for explaining to the school the absences of their children promptly and **within seven school days**.



If your child has to be absent from school, it is important to tell the school and provide a reason for your child's absence.

To explain an absence parents and carers may:

- Send a note, fax, sms or email
- Telephone the school
- Visit the school

After your child returns to school it is important this is done promptly and within seven school days. After this period the absence will be recorded as **unexplained** and this will appear as such on the school report.

Contact the school for further details