



Absentee Explanation

Parents and guardians are required to provide explanations for student absences from school, which may be considered reasonable under a number of circumstances including illness or emergency.

The school encourages parents to phone or email the school if their child is going to be absent, and to send in a written explanation on the day of their return.

Thank you for providing information about your child's absence from school.

Student Name: _____ **Year/Class:** _____

My child was absent from school on the following dates for the following reason/s:

✓	Reason Category	Example explanation	Actual explanation	Date/s
	Illness	<i>e.g. Gastro bug - vomiting</i>		
	Parent illness	<i>e.g. Unable to drive students to school due to migraine</i>		
	Medical appointment	<i>e.g. Paediatrician in Perth</i>		
	Family emergency	<i>e.g. Storm damage at grandparents'</i>		
	Family illness/ bereavement	<i>e.g. Hospital visit to aunt – seriously ill</i>		
	Other appointment	<i>e.g. Year 11 school orientation</i>		
	Transport problem	<i>e.g. Roads closed due to bushfire</i>		
	Other	<i>e.g. Shopping trip to Perth</i>		
	Family holiday*	<i>e.g. Planned trip to Melbourne</i>		

**Absences during term time are disruptive to student learning. While the school appreciates notice in advance of family holidays taken out of school vacation times, they will not generally be approved by the Principal.*

Parent name: _____ Signature: _____ Date: _____