



LEAVE OF ABSENCE - NOTIFICATION

Child's name: _____ Class: _____

Destination: _____

Reason for Absenteeism: _____

For Kindergarten students ONLY

Please list all school days that your child will be absent.
(Kindy Blue & Kindy Gold – Tuesday, Wednesday, Friday).

Tue _____ Wed _____ Friday _____

Tue _____ Wed _____ Friday _____

Total number of school days absent: _____

For Pre Primary to Year 6 students ONLY

Date Leaving (first day absent): _____

Date returning to school: _____

Total number of school days absent: _____

Please Note:

- Return this form ***directly to the front office Administration*** prior to leave.
- Recommended homework while away: reading and mental maths.

Signed: _____
(Parents name) (Signature)

Office use only:

Copy to office: Copy to Teacher: SEQTA Updated Register updated
Attendance Manager R/Drive:ACCARA