



Beverley District High School

Absentee Explanation Parent

To Whom it may Concern

This is to inform you of the absence of my child from school.

Student Name: _____ **Year:** _____ **Date:** _____

My child was absent from school on the dates listed below:

The reason is explained below:

Reasons for Absence (please tick a box):

- Illness/Medical Reasons Holiday/Vacation
- Appointment
- Other (**Please provide an explanation**):

Parent/Guardian signature: _____

Date: _____

PLEASE NOTE:

At the school level we need to determine the reason/s for student absence from school and if the absence is acceptable or unacceptable. The School Education Act and the Department of Education and Training policies indicate the following are **some examples of unacceptable reasons for being absent from school:**

- My child was with me...
- My child was on the farm...
- My child had permission to stay at home...

Parents/guardians are reminded and encouraged to send in a written explanation each time their child is absent from school. Please feel free to contact the school about this if there are any concerns.