



NOTIFICATION THAT YOUR CHILD WILL BE ABSENT FROM SCHOOL FOR AN EXTENDED PERIOD.

Dear Parents/Carers,

Attending school every day is important to ensure your child progresses in their learning.

As stated in the School Education Act 1999, it is expected all students attend school for each day that it is open, unless unwell and/or physically incapable of attending.

Student absences for family holidays are not considered to be a reasonable explanation for being away from school. If this can't be avoided please complete the details below, so that we can work with you to minimise the impact on your child.

Students First Name	Surname	Class Teacher

I am requesting a total of _____ school days leave from Challis CPS inclusive.

Commencing Leave on:	Day:	Date:	Year:
Returning to School on:	Day:	Date:	Year:

Please state the reason: _____

If traveling overseas name the country travelling to: _____

Parent Signature: _____ Date: _____

Parent email address: _____ Phone: _____

*****OFFICE USE ONLY*****

This absence is authorised and is recorded as a 'V'		This absence is unauthorised and is recorded as a 'K'	
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Deputy Principal: _____ Date: _____