



Hennessy Catholic College

Telephone: (02) 6382 1486

Fax: (02) 6382 4585

Date: _____

Dear Parent/Guardian

Student: _____

PC: _____

When your child is away from school for part of a day or a whole day, it is a legal requirement that the school receive a letter from you regarding their absence.

Below are the dates when your child has been recorded as being absent from school. Please provide a reason for these absences and return this form to the PC teacher by _____.

Full absences are as follows:

Date	Reason
_____	_____
_____	_____
_____	_____
_____	_____

Partial absences (late, left early, half day) are as follows:

Date	Reason
_____	_____
_____	_____
_____	_____
_____	_____

In future, a note should be supplied by you within 3 days of your child's absence.

Thank you for your assistance.

Signed _____
PC Teacher

Signed _____
Parent/Guardian