STUDENT ABSENCES

Schools should be satisfied that parent/guardians are aware of student absences. In the case of unexplained absences, principals should ensure there is prompt communication with parent/guardians.

- Children of school age are required to be in full attendance at a registered school.
- Teachers are required to mark an attendance roll on a half day basis.
- Parents/Guardians should notify the school of student absences.
- Parents are asked to please write date of absence.

Dear __________________________
As the Parent/Guardian of __________________________ in Grade ______
I wish to advise that the absence on __/ __/20__ was due to
____________________________________________________________________
Signed _____________________________________________

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