



Wilberforce Public School

Excellence in Education since 1880

Macquarie Road
Wilberforce NSW 2756
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Wilberforc-p.school@det.nsw.edu.au

Principal: David Deal

Date:

Dear:

Regarding School Attendance for: (*Student's Name*)

absent from school on: (*Date of absence*)

It is most important that children attend school each day. If an absence occurs due to sickness or injury, it is important that a written note of explanation be provided on the first day back. The written note is required even if a verbal message or phone message has been arranged.

Would you please use the space below to write a short note of explanation for the absence and return to me as soon as possible? Thank you for your co-operation.

Yours sincerely

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CLASSROOM TEACHER



To: Wilberforce Public School

Dear: (*Name of Classroom Teacher*)

Regarding School Attendance for: (*Student's Name*)

Absent from school on: (*Date of absence*)

The reason for the absence was as follows:

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.....

Signature (*Parent/Guardian*): Date: