If your child is away from school or late you are required to send an explanation of the absence within three days. This should clearly state the child’s name, dates of absences and the reason for the absences. The school may send a formal request if this is not done.

A Home School Liaison Officer from Dubbo District Office visits regularly to scrutinize the rolls and question absences that are not explained properly. The HSLO has the right to visit you at home or work if absences are excessive or unexplained.

To avoid this occurring, I ask that notes of explanation for ALL absences be sent to school as soon as possible after absence.