

**ALBERT PARK PRIMARY SCHOOL**  
**ABSENCE NOTIFICATION**

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

WAS/WILL BE absent from school on \_\_\_\_\_

**REASON FOR ABSENCE** (please tick)

ILLNESS	DOCTOR	DENTIST
HOSPITAL	HOLIDAY	KEPT HOME
OTHER (please state) _____		

Parent's/Guardian's Signature \_\_\_\_\_



**ALBERT PARK PRIMARY SCHOOL**  
**EARLY DEPARTURE NOTICE**

THIS NOTE IS TO BE GIVEN TO THE CLASS TEACHER  
BEFORE REMOVING THE CHILD FROM THE SCHOOL

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TIME OF DEPARTURE : \_\_\_\_\_ RETURN TIME : \_\_\_\_\_

REASON:  
\_\_\_\_\_

SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_



**ALBERT PARK PRIMARY SCHOOL**  
**LATE ARRIVAL NOTICE**

THIS NOTE IS TO BE GIVEN TO THE CLASS TEACHER  
UPON ARRIVAL

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TIME OF ARRIVAL : \_\_\_\_\_

REASON:  
\_\_\_\_\_

SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_