



# Absence Form

Dear Parent,

Your child was absent / not signed in / out on the \_\_\_\_\_

The Family Assistance Office requires all records to be complete in order for families to receive Child Care Benefits

If your child **did not** attend the centre on the above day please tick one of the following boxes and place in the red communication tin at the front office (if you **do not return your slip within 1 week** we will assume you would like the absence to be marked as an Allowable Absence. You have 30 Allowable Absences each financial year. If you use all 30 within that year The Family Assistance Office will cut off your Child Care Benefits for any future Absences)

## Approved Absence Reasons - Unlimited with the below documentation - Please tick

- Absent due to Illness (Doctor's certificate must be attached)
- Absent due to court order (must have a copy of the court order)
- Absent due to parent on Rostered Day off or as part of rotating shift (must have a written statement from your employer)

## Allowable Absence - Up to 30 days each financial year

- My child was away for another reason or unable to provide documentation (initial here \_\_\_\_\_)

If your child **did** attend the centre this day and you forgot to sign them in or out please note that you will be given only 3 caution notices. This is your \_\_\_\_\_ notice. After 3 cautions any further days not signed in/out will be recorder as Allowable Absences. Remember that you are only able to take 30 allowable absences throughout the financial year.

If you would like any further information please speak/call/email Jayne Kerr our Administrations Manager