



Child's Absence Notification

(A minimum of 2 weeks' notice would be appreciated when absence is planned such as known appointment or holiday)

Service Name: _____

Child's Name: _____

Group: _____

I/We hereby wish to notify that my child will be absent for:

Commencement of Absence Date: _____

Returning to Kindy Date: _____

Comments:

Parent/Guardian Signature:

Date: _____

Please note, where the period of absence exceeds five weeks of the kindergarten program, a Record of Extended Absence from a Sessional Program Form will also be completed and provided to Lady Gowrie Qld as the Central Governing Body (CGB). As this relates to provision of funding under Queensland Kindergarten Funding, the Kindergarten Service may charge a daily fee for absences beyond five weeks.

OFFICE USE ONLY

☐ Commencement of leave date and return to kindy date, noted for all relevant staff.

☐ Family advised via email regarding any daily fee for the absence period in excess of five weeks.

Noted By: _____ Date: _____

Comments: