



# St Matthew's School

9 Glyde Street  
(PO Box 456)  
Narrogin, WA. 6312  
Ph (08) 9881 2154  
Fax (08) 9881 2135

Email: [admin@matthews.wa.edu.au](mailto:admin@matthews.wa.edu.au)  
Website: [www.matthews.wa.edu.au](http://www.matthews.wa.edu.au)

Dear \_\_\_\_\_,

Your child, \_\_\_\_\_ was absent on the following dates

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Our school is required by law to keep a record of all absences and to retain written notes detailing the dates and reasons for these absence/s. Could you please forward this note as soon as possible.

Thank you very much,

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To,

My child \_\_\_\_\_ was absent on the following date/s

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due to \_\_\_\_\_

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Signed

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