

NOTIFICATION OF ABSENCE

If your child is absent from school we must be informed as soon as possible.

Please telephone school on 01282 693688 on the first day of absence.

When your child returns to school they should bring a written note which gives details of the dates of absence and the reasons for their absence.

As in all schools absences are regularly monitored by the Authority's Education Welfare Officers.

Please use the example absences slip below if you wish.

NOTIFICATION OF ABSENCE

I confirm thatclass

was absent from school betweenandbecause

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SignedDated
Parent / Guardian.