

## Pupil Absence Note

Dear Parent/Carer

Please complete the details below in relation to your child's recent absence from school. You may have contacted by phone on the day/s of absence, however we also require a note to explain the reason for absence to be sent back with your child on the first day of their return. This can be written in your child's journal. A copy will then be kept on file to support your child's attendance record.

<b>Child's Name</b>			
<b>Date/s of absence</b>			
<b>Reason for absence</b>			
<b>Signed (Parent/Carer)</b>		<b>Date</b>	