



Dear Parent,

I am writing with regard to your child's recent absence.

The Department of Education now requires a written explanation for every pupil absence, even though parents may have previously spoken to staff about the absence.

In order to help maintain our records we would appreciate it if you would please complete the reply slip below giving details of your child's absence and then return this letter to your child's teacher at your earliest convenience.

Many thanks for your help in this matter.

Yours sincerely,

I Cheevers (Principal)

Tobermore Primary School – Pupil Absence Details

My child _____ in Year _____ was
absent from _____ to _____ due to

Signed _____ **Parent/guardian**



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