

«address\_block»

28.04.10

**Re: «forename» «surname» «year\_reg»**

Dear «salutation»

Regular attendance is important if your child is to do well at school. We require notification of absence through a letter. We would also appreciate a telephone call on the day of absence (absence line no: 020 8805 0519).

The tear off slip below itemises the absences for which we have no explanation. We require you to enter the cause for absence next to the date(s) in question and ask that your child give this letter to their form tutor or to the attendance officers. If you have already notified the school of the absence, we would ask that you still take the time to fill in the slip, so that we have a record on our system.

Absences not covered by an acceptable reason, and supported in writing, shall be recorded as unauthorised and may be referred to The Educational Welfare Service.

Yours sincerely

Mrs. Z. El-hamri  
Mrs. B. Stewart  
Attendance Officers

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«forename» «surname» «year\_reg»  
«periods\_of\_absence»

Please write reason for absence next to each date and sign below and return to either form tutor or attendance office

Signed \_\_\_\_\_