



**Notification of students absence
from school during term time**

Dear Mrs Jackson

I am notifying you that our child/children will be absent from school during term time. [Please complete for each child]

Childs Name	Year group	Learning community

<p>Dates:</p> <p>Reason for Absence:</p>

Signed: _____ Date: _____

Please be aware that there will be no work set for children whilst they are absent from school.

For the Classroom Teacher (Parent to fill in)

Childs Name	Year group	Learning Community

Please note that my / our child / children will be absent from the _____ to the _____ because

Signed: _____