



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

Dear Ms Riley

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.

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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: _____