

MULLAVILLY PRIMARY SCHOOL



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Website: www.mullavillyps.co.uk

Principal: Mrs L McClimonds, B.Ed, PG CET, PQH

Date: _____

Dear Parent/Guardian

It has been noted that you child _____ was absent from school on
_____.

As outlined in the School Attendance Policy and to facilitate our computer records an absent note should always be brought to school when your child returns from a period of leave.

I should be grateful if you would send in a note or complete the reply slip below and return it to school as soon as possible.

Yours sincerely

L A McClimonds (Mrs)
Principal

ABSENCE NOTE

My child _____ was absent from school from _____
to _____ as he/she _____
(Please give reason for absence)

Signature of Parent/Guardian: _____

Date: _____