

Appendix 3

Unexplained Absence

Date

Dear

*Child's name and class*

We have noticed from our records that *child's name* was absent from school on the date/s shown below and as yet we have not received an explanation:-

*Dates of absence*

It is very important to ensure the school is informed of the reasons for any absences. This may allow us to authorise them and will help ensure we do not need to involve external agencies unnecessarily.

Please complete the slip below and return to the school by the end of this week. If we do not receive a satisfactory explanation for this absence within two weeks of this letter, the absence will be marked as unauthorised.

Yours sincerely,

Mrs C. Roberts  
Headteacher

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**Unexplained Absence**

Child's Name ..... Class .....

Date's of Absence .....

Reason for Absence.....

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Signature ..... Date .....