

Absence notes: These may be used when your child is absent. Further copies are available from the office.

Date:  
Child's name:  
Parent's name:  
Date(s) away:

Dear \_\_\_\_\_ (child's  
teacher)  
My child has been away from school for the following  
reason(s)

Yours Sincerely,

Date:  
Child's name:  
Parent's name:  
Date(s) away:

Dear \_\_\_\_\_ (child's  
teacher)  
My child has been away from school for the  
following reason(s)

Yours Sincerely,

Date:  
Child's name:  
Parent's name:  
Date(s) away:

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teacher)  
My child has been away from school for the following  
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Date:  
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Child's name:  
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teacher)  
My child has been away from school for the  
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