

Date

Dear

Re: Absent without a valid reason

Student name

TG

Student name was absent from school on the following dates and we have yet to receive an explanation for their absence.

.....
.....
.....

As **Student name's** legal guardian, it is your responsibility to ensure regular and punctual attendance at school. Please complete and return the below reply slip to the attendance team.

If you have any questions please contact us on **school number**.

Yours sincerely

Attendance

Please return this slip to the Attendance team

Student name

TG

I, the parent/carers would like to inform you that **Student name** was absent from school on

.....

Because.....

.....

Signature:

Date.....