



www.swanlandschool.co.uk

Dear Parent/Carer

RECENT ABSENCE FROM SCHOOL

The school register shows a recent absence from school in respect of your child for which we do not appear to have received a written explanation.

We may have received a telephone call from you, for which we are always grateful but a signed document from the parent is a statutory requirement and ideally should be sent to school on the first day your child's returns.

We should be grateful if you would please complete this form as soon as conveniently possible giving the cause for the absence so that we may complete our attendance records, These are required to be available for scrutiny when called upon by the School Nurse, Ofsted or the Education Welfare Officer.

Name of pupil: _____ Class: _____

Date(s) of absence (inclusive):

From: _____ To: _____ No. of days absent * _____

Cause of Absence: _____

Name of Parent/Carer: _____ Date: _____

Signature of Parent/Carer: _____ Date: _____

** Should your child's absence have lasted more than 5 consecutive days, please also provide supporting medical evidence; this medical evidence may take the form of prescriptions, appointment cards, etc.*

Thank you for your continued support.

Yours sincerely

Hannah Stephenson
Head Teacher