

Newchurch Community Primary School
Glebeland
Culcheth
Warrington
WA3 4DX



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Email: newchurch_primary@warrington.gov.uk

Headteacher: Mrs. S. Lawrenson

Date

Dear Parent

Child's Name

Your child has been absent from school with an unexplained absence. Can you please see the attached attendance sheet and complete the slip below with the reason for their absence and return it to the school office.

Please remember to telephone school if your child is unwell so that such absences can be recorded as authorised.

If permission is not given for a holiday or we are not informed of the reason for an absence, it will have to be recorded as unauthorised.

Yours sincerely

Mr Duckett
Attendance coordinator

My child, **Child's name** was absent on:

Date (no of sessions)

due to.....

.....

Signed Date.....

Please note: 1 session is equivalent to half a day and can relate to either an am or pm session.