



AUGHNACLOY PRIMARY SCHOOL

1 Carnteel Road, Aughnacloy, Co Tyrone, BT69 6DU.

Telephone: (028) 85557316

<http://www.aughnacloyps.co.uk>

email: jclarke293@c2kni.net

Dear Parent

According to our records, your child has been absent on the date(s) specified below.

We appreciate that you may have already spoken to a member of staff regarding the absence(s), but we would ask you to please sign and detach the reply slip below, as the Attendance Officer requires this slip to be completed for all absences. Return it to the class teacher at your earliest convenience.

Thank you for your help in this matter.

Yours sincerely

Mrs J Clarke
Principal

ABSENCE NOTE

Pupil: _____

Dates and sessions of absence(s) _____

Reason for absence _____

Signature of Parent/Guardian _____

Date _____