



Learning together,
building for the future

Kirkistown Primary School
Main Road
Cloughey
BT22 1JA

Tel: 028 4277 1455

Dear Parent / Carer

RE: **Pupil Absence**

The Department of Education now requires a **written** explanation for **every** pupil absence, even though parents may previously have spoken to staff about the absence. In order to maintain our records appropriately, we would appreciate it if, when necessary, you complete the reply slip below giving details of your child's absence and then return this letter to school on the first school day after absence. A copy of this letter can be downloaded from the school website or contact Mrs O'Lone if you require a paper copy.

Many thanks for your help with this matter.

Yours sincerely,

Ms N Rudewicz
Principal

KIRKISTOWN PRIMARY SCHOOL
PUPIL ABSENCE DETAILS

Pupil Name: _____ **Class:** _____

My child was absent from school on the following dates:

____/____/____ (first day of absence)

____/____/____ (last day of absence)

Please state the reason for this absence in the space below.

Signed: _____ **(Parent / Carer)**