

Newmills Primary School

96 Farlough Road, Newmills, Dungannon, Co Tyrone, BT71 4DX



Dear Parent,

I am writing with regard to your child's recent absence.

The Department of Education now requires a written explanation for every pupil absence, even though parents may have previously spoken to staff about the absence.

In order to help maintain our records we would appreciate it if you would please complete the reply slip below giving details of your child's absence and then return via Seesaw or email to your child's teacher. Many thanks for your help in this matter.

Yours sincerely,

Mrs. S Millar (Principal)

Newmills Primary School - Pupil Absence Details

Name of Pupil /(s):	Class:
Date (s) of absence:	
Date of return to school:	
Reason for absence:	
Signed:	Date: