



Charfield Primary School

Working together.... Learning for life

CONFIRMATION AND REASON FOR ABSENCE IN TERM TIME

Dear Parent / Carer

Our records show that your child was absent between the dates shown below. As we have not yet received a letter from your self to confirm this we would be grateful if you could complete, sign and return this form.

A letter must be supplied to confirm all absences, even if a phone call was made on the first day of absence.

If the school receives no confirmation then the Headteacher may class the absence as unauthorised. In the event of this occurring Educational Welfare will be informed.

Name:		Class:	
Date From:		Date To:	
		Total Number of School Days	

Please give FULL details of the circumstances that required absence from school (If this section is not completed, authorised absence cannot be granted.)

Signature of Parent/Carer: _____

Date:- _____