

Schools please note:

- We recommend you copy out this letter and give several copies to parents at the initial interview.
- There is no need to print this letter on the school's headed notepaper.

Date \_\_\_\_\_

Dear teacher

**Short-term absence (1-3 days)**

\_\_\_\_\_ will not be in school on \_\_\_\_\_  
(day and date)

He / she has a medical appointment

with the doctor / hospital / optician

(Please circle as appropriate)

He / she is ill

Other: please give details

**Longer absence (4 days or more)**

\_\_\_\_\_ will not be in school from \_\_\_\_\_ (date) until  
\_\_\_\_\_ (date)

Our family will be on a visit to our home-country

Signature \_\_\_\_\_

Letter for parents to give to school  
Absence note (future) – **Language of translation**