

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

**Reason for absence**

\_\_\_\_\_ was not school on \_\_\_\_\_  
(day and date)

He / she had a medical appointment

with the doctor / hospital / optician  
(Please circle as appropriate)

He / she was ill

Other: please give details

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Signature \_\_\_\_\_