Letter regarding N codes

Dear «salutation»

Our records show that to date we have not received reasons why was absent from school on the date/dates listed below.

We cannot update the school registers until we receive this information and until this is done all unexplained absences are unauthorised. As I'm sure you are aware unauthorised absence is looked upon with concern, not just here at Oakfield Academy.

Please complete the tear off slip below and return to the school office as a matter of urgency.

Yours faithfully

Mrs T Malley

Attendance Officer

F.A.O MRS T MALLEY – SCHOOL OFFICE

«forename» «surname»

Date(s) Reason for absence

Parent/Carer Signature …… Date ……..