

Headford Primary School

Absence Explanation Note

(Information required by Educational Welfare Board)

Name: _____ Class: _____

(a) Was absent on: _____ Date's

Or

(b) Seeks permission to leave school with parent/guardian on

_____ Date _____ Time

(c) Reason for Absence (please tick appropriate box)

(a) Illness

(b) Urgent Family Reason

(c) Other (please explain below)

Signed: _____ Parent Guardian

Date: _____

_____ Phone

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