**SCHOOL**

**School Year**

**(**Date)

Dear Sir or Madam,

We inform you that the student ……………………………………………. (Register No…………………….) of class………………… .. has had until …………………………… .. (date) ……………………… …… .. (number/written in full) absences.

The number of absences in the following subjects exceeds by 5-6-7 times the number of each subject's weekly teaching periods:

1. ……………………………………….

2. ………………………………………..

3. ……………………………………….

The Student Absence Sheet is attached for more information.

|  |  |  |
| --- | --- | --- |
| **Class Head-Teacher** | **Deputy Headmaster/Headmistress** | **Headmaster/Headmistress** |
| …………………………….  (signature)  ……………………………….  (name in full) | …………………………….  (signature)  ……………………………….  (name in full) | …………………………….  (signature)  ……………………………….  (name in full) |

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| **PARENT/GUARDIAN STATEMENT** |
| I have been informed of my child's absences and the consequences arising from the relevant Regulation, by the Deputy Headmaster/Headmistress in charge.  Signature ………………………………………..  Name in full …………………………………………..  Date …………………………………………. |