**SPIRES INTEGRATED PRIMARY SCHOOL**

84 Moneymore Road, Magherafelt, BT45 6HH.

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Website: [www.spiresips.org.uk](http://www.spiresips.org.uk)

E-Mail: info@spiresips.mfelt.ni.sch.uk

Principal: Mrs J Bell

18 December 2014

Dear Parent

We have been informed by the Department of Education that we must receive in writing, a reason for each child’s absence during the school year. This will commence from 6 January 2015. To assist with this request, we have created a pro forma to be used each time your child is absent from school (see below). This pro forma is also on the website, under the ‘Parents’ tab.

Yours sincerely

J Bell

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| spires logopict  | SPIRES INTEGRATED PRIMARY SCHOOLABSENCE NOTE |
| NAME OF PUPIL |  | CLASS |  |
| DATE(S) OF ABSENCE |  | NO. DAYS |  |
| REASON FOR ABSENCE |  |
| SIGNED |  | DATE |  |
| RELATIONSHIP TO PUPIL |  |

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