



Head Teacher Janette Allen  
 Kegworth Road  
 Gotham  
 Nottinghamshire  
 NG11 0JS  
 Telephone 0115 9149751  
 Email: [office@gotham.notts.sch.uk](mailto:office@gotham.notts.sch.uk)

## PUPIL ABSENCE PARENTAL CONFIRMATION FORM

### Pupil Reason for Absence

Dear Parent/carer

Your child has been absent from school and we have not received communication of the reason for absence.

Please can you complete and sign the form below.

<b>Name:</b>		<b>No. of days off:</b>	
<b>Dates of absence:</b>	<b>From:</b>	<b>To:</b>	
<b>Reason:</b>			
<b>Signed:</b>		<b>Date:</b>	

**Please complete and return the above form to the school office as soon as possible or email [ndelfino@gotham.notts.sch.uk](mailto:ndelfino@gotham.notts.sch.uk)**

Thank you for your co-operation, this is part of our drive to improve and monitor attendance at school.

Yours sincerely

Janette Allen  
 Head Teacher