



Millington Primary School

Craigavon Avenue, Portadown
County Armagh. BT62 3HQ
Tel: 028 3833 4896

www.millingtonps.com

Principal H. E. Murray MEd BEd (Hons)

Date.

Dear Parent,

I am writing with regard to your child's recent absence.

The Department of Education now requires a written explanation for every pupil absence, even though parents may have previously spoken to staff about the absence.

In order to help maintain our records we would appreciate it if you would please complete the reply slip below giving details of your child's absence and then return this letter to your child's teacher at your earliest convenience.

Many thanks for your help in this matter.

Yours sincerely,

H Murray (Principal)

Millington Primary School – Pupil Absence Details

My child in class

was absent from to

due to

.....

Signed

Parent/guardian

