

22<sup>nd</sup> January 2008

Dear Parents/Carers,

**Leave of Absence from School**

I have arranged an open meeting on Wednesday 30<sup>th</sup> January at 7 p.m. for parents to meet with Mrs. Sue Proffitt, our attendance officer, who will set out the Local Authority's guidelines and answer questions you may have.

Please indicate on the slip below the number of seats you will require. If you wish to ask a question, please complete the appropriate section on the reply slip.

Yours sincerely,

**D. Reynolds (Mrs)**  
Headteacher

**Leave of Absence Meeting – 7 p.m. January 30<sup>th</sup>**

I/We will be attending and require \_\_\_\_\_ seats

I wish to raise the following question:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Child(rens) name \_\_\_\_\_ Class \_\_\_\_\_

