



A: Banks Road, Garston, Liverpool, L19 8JZ | [Headteacher:](#) Mrs L Gibson | [T:](#) 0151 427 4360
[E: banksroad-ao@banksroad.liverpool.sch.uk](mailto:banksroad-ao@banksroad.liverpool.sch.uk)

Date: _____

Dear Parent/ Carer of _____

Your child is absent from school today and we have not received a telephone call to provide a reason for your child's absence.

We have tried to contact you to discuss your child's absence; however, we have not been able to speak to you.

School staff have visited your address today at _____ in an attempt to ascertain the reason for your child's absence.

You are required to contact school on 0151 427 4360 as a matter of urgency to inform us of your child's whereabouts and the reason for their absence.

We look forward to hearing from you.

Yours faithfully,

Mr. J. Wilson
Deputy Headteacher



We Can Do It!