**School Logo / Headed Paper**

* **Must be sent to both parent / carers / those with parental responsibility, separately by first class mail**
* **Ensure full address is on the letter**

Full Name – Title, Full Forename, Surname

Address

Address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**Re: School Attendance**

**Child’s Full Forename and Surname DOB: Insert Child’s full date of birth**

We are writing in connection with Child’s forename’s attendance. They have had Number of sessions, equating to Number of days absence this academic year. Their attendance is Insert percentage%, and they have lost Number of hours learning. Their attendance is therefore a concern.

We acknowledge that Forename was recently absent and are aware of the reason **OR** Forename was recently absent, and we were unable to contact you to ascertain the reason. This absence is therefore unauthorised. As a school, we expect children to attend every session available to them so they can benefit from the educational opportunities provided. As such, we are writing to inform you that we will be monitoring their attendance and expect to see an improvement. We also have a duty to inform you that should your child miss 10% or more of the sessions available to them (attendance of 90% or below), they are classed by the government as a persistent absentee.

Should Forename’s attendance not improve, a school attendance meeting will be arranged which you will be expected to attend. At this meeting we will discuss together any concerns and establish if there is any support that can be put in place.

I would like to remind you that parents / carers have a responsibility to ensure their children receive efficient, full-time education. Failure to do so could result in prosecution by the Local Authority in the Magistrates Court under Section 444 of the 1996 Education Act for failing to ensure regular school attendance at school.

We want to work collaboratively with parents / carers to ensure the best outcomes for our children and are appreciative of your support on this matter. If you do have any concerns, or wish to discuss this letter further, please do not hesitate to contact the school to arrange a meeting.

Yours sincerely,

Full Forename, Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

**CC: Title, full forename, surname of other parents / carers / those with parental responsibility – then send separate copies, first class to these,** making sure to amend the addressee, address, CC details etc.