**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**
* **Parents/Carers MUST be given at least 7 days’ notice from date of sending**

Title, full forename name and surname

Full address

Full 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 DOB**

Further to our letter dated DATE, whereby we informed you that Child’s forename’s attendance had fallen below the school’s expectations, it has been noted he/she has had NUMBER further sessions absence. Please find enclosed a copy of their attendance record.

Attendance at this level is a significant concern, and as such a meeting has been arranged on day, date **MUST BE GIVEN AT LEAST 7 DAYS NOTICE**, at time to discuss this with you. If you are unable to attend on this date, please contact the school as a matter of urgency to arrange a mutually convenient time. Should you fail to attend this meeting, it will be held in your absence and the notes will be sent to you. This meeting is an opportunity to discuss any concerns; look at support and develop an action plan to encourage improved attendance.

I must 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.

We look forward to meeting with you and thank you for your continued support.

Yours sincerely,

Christian Name and Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

**CC**: Title, first name, surname of other parents / carers, then send separate copy, first class addressed to this parent / carer, making sure to amend the addressee, address, CC details etc.