**School Logo / Headed Paper / Sent from an official school email address with a clear email signature**

* **This communication should be pasted into the body of an email (rather than as an attachment), which should be sent with a read receipt requested;**
* **The ‘TO’ field of the email must be addressed to an individual parent (separate emails should be sent to each individual parent);**
* **The subject field should make clear the content of the communication. Please note parent/s email addresses must not be in the CC or BCC field;**
* **If being sent as a letter, please ensure the full address section is completed as per the below, and send to each parent via first class royal mail post.**

Title, full forename name and surname

Full address

Full address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**RE: Pupil Name (Date of birth)**

**School Attendance**

Thank you for contacting us regarding our email/letter dated INSERT DATE to discuss PUPIL NAME’S attendance. Please find attached/enclosed a summary of points discussed. Please do not hesitate to contact us using the contact details below to share any further concerns so that we may continue to work together and offer support, as appropriate.

For more information and clarification relating to our school attendance processes and the support available, please refer to our school’s attendance policy which is available on the school website under the section titled: XXXX. If you would like a hard copy, these are available via the school office.

Yours sincerely,

*Forename and Surname*

*Position held*

Telephone number: XXXXXXXXX

Email: XXXXXXXXX

**Notes for school (do not include in letter/email)**

* School to email /send to those with parental responsibility
* Enclose pupil attendance record, ensuring it is accurate
* Enclose the completed support first parent conversation pro-forma