**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**

Further to our communication dated INSERT DATE, we have noted that we have not heard from you and PUPIL NAME has had further absence/s recorded, please see attached/enclosed updated attendance certificate. Due to the further absence/s, we would really appreciate an opportunity to have a discussion with you and look at if any support might be needed. We want to reassure you that as a school, it is our aim to work jointly and in partnership with the whole school community so that all of our pupils can fully benefit from the educational opportunities that SCHOOL NAME has to offer.

We would ask that you contact us by DATE so that we can have a conversation to understand what support may be needed for PUPIL NAME to attend school regularly.

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 (to be removed before sending out**

* School to email/send to those with parental responsibility
* Ensure accurate attendance record is included