**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 previous communications, further support is needed to enable PUPIL NAME to attend school regularly, this is because PUPIL NAME continues to have further absences recorded. Please find attached PUPIL NAME’s updated attendance record.

School attendance is hugely important and regular attendance ensures your child benefits from all the educational opportunities available to them. This is not just crucial for their learning, but also their wellbeing, and wider development. It is equally important that they attend school on time every day.

We would like to invite you to attend a meeting in school so that we may work together to explore possible support, designed to resolve any attendance concerns. It is important that all relevant parties participate in agreeing any plans, actions or interventions that may be required. As PUPIL NAME’s parent/s, it is crucial that your contributions are factored into these plans. We have set aside time to meet with you and PUPIL NAME (where appropriate/applicable) at school to listen, understand and work in partnership to prevent further absence so that PUPIL NAME can fully benefit from the educational opportunities available to them.

**Meeting details**

Date:

Time:

Location:

**Please contact us as soon as possible to confirm you are available on the above date/time, using the contact details below.** On the day of the meeting, please report to the school office ten minutes before the meeting start time, so that we can make our way to the meeting room together.

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 via INSERT LINK. If you would like a hard copy, these are available via the school office.

If there are any exceptional circumstances preventing you from attending this meeting, it is essential that you contact us as soon as possible, so that we can make alternative arrangements.

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