**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, we are disappointed that you did not attend the pre-arranged meeting or contact us to re-arrange. As such, we are writing to clarify both the Department for Education’s and our expectations regarding regular school attendance. Please find enclosed/attached the Department for Education’s [guide for parents on school attendance](https://assets.childrenscommissioner.gov.uk/wpuploads/2022/12/aaa-guide-for-parents-on-school-attendance.pdf), which explains your legal responsibilities as parents, including ensuring that your child attends school regularly, and on time. This means your child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend school or being given permission for an absence in advance from the school. Please note, when determining if your child is too ill to attend, both parents and school staff should consider the advice contained within the NHS and Essex County Council Guidance on School Absence and Childhood Illness (enclosed/attached).

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.

Due to the fact we have been unable to engage you in our offers of support and PUPIL NAME continues to have absences recorded (please find attached/enclosed PUPIL NAME’s updated attendance record), we will now raise our concerns with external partners to seek their advice and guidance relating to the options available to us. Once we have taken advice from our partners, you may be invited to further meetings which we strongly encourage you to engage with along with any offers of support. During this time, we will continue to work with PUPIL NAME to try to resolve the attendance concerns, and you are always welcome to contact us so that we can listen to, and understand, from your perspective, any barriers to attendance, and offer support as appropriate. Please find below our contact details.

Yours sincerely,

*Forename and Surname*

*Position held*

Telephone number: XXXXXXXXX

Email: XXXXXXXXX

Notes for school (to be removed prior to sending out)

* School to email/send to those with parental responsibility
* Ensure accurate attendance record is included
* Ensure hard copy of [guide for parents on school attendance](https://assets.childrenscommissioner.gov.uk/wpuploads/2022/12/aaa-guide-for-parents-on-school-attendance.pdf) is enclosed/attached
* Ensure ‘What to do – Childhood Illness’ is enclosed/attached (below)

