**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)**

**Failure to adhere to agreed Attendance Contract**

We are disappointed that you have not engaged with the developed Attendance Contract following our meeting on DATE and further conversations on DATE/S. As such, we are writing to you to advise the Contract may be / is now being terminated and we are now considering alternative means to secure engagement which may include the issuing of a formal Notice to Improve and/or a referral to the local authority for legal intervention in the form of either a penalty notice or prosecution.

If school decide that they not yet terminating – please complete the below stating details of a review meeting. **If however,** it is being terminated at this stage, please delete all information in yellow below.

You are invited to attend an Attendance Contract review meeting as follows:

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.

As always, we will continue to support PUPIL NAME and yourselves, and despite the need to now secure more formal engagement, we encourage you to continue to work with us so that PUPIL NAME can benefit from the educational opportunities available to them. As previously communicated, this is not just crucial for their learning, but also their wellbeing and wider development.

Please therefore do not hesitate to contact us using the contact details below so that we can discuss this further and work together to re-look at any support already offered, and/or look for new ways to support PUPIL NAME so that they can attend school regularly and on-time.

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