**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.**

**Note to schools**

**If parent/s do not attend**:

An attendance contract cannot be devised. You will need to document that parents have failed to engage, and if the national threshold has been met, schools can now consider issuing a **Notice to Improve.**

**A Notice to Improve** provides a further limited 6-week period for the school and family to work together to improve attendance. All available support strategies should be re-offered/adjusted with a clear audit trail as to whether engagement is secured. If it is clear engagement is not forthcoming, and attendance continues to decline with further unauthorised absence, schools may choose to escalate the process before the 6-week period has ended. At which point, consideration should be given to whether sufficient evidence of support first is available to warrant, as a last resort, legal intervention in the form of either a penalty notice, or prosecution.

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 attend - School Attendance Contract Meeting**

We are disappointed that you did not attend the arranged Attendance Contract Meeting or contact us to discuss an alternative date/time.

PUPIL NAME’s attendance continues to decline, and it is having a negative impact on their ability to 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. PUPIL NAME needs to attend school regularly and on time every day. PUPIL NAME’s attendance record is enclosed/attached for your information.

Please contact us using the contact details below by DATE (5-SCHOOL DAYS MINIMUM) so that we may agree a date and time to hold the Attendance Contract Meeting. Should contact not be made by DATE, then your non-engagement will be noted, and we will consider all available options to secure engagement and improvement in PUPIL NAME’s attendance. As per our attendance policy, this may include a Notice to Improve, or a referral to the local authority for either a penalty notice or prosecution.

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