

Example Letter 1

Date

Name and address of parent

Dear Parent

Re: Name of pupil Dob: School:

I am writing to advise you that «forename»'s school attendance is causing concern as it has fallen to «percentage_attendance»% and as a result we are becoming concerned that «forename» is missing a significant part of learning. I have enclosed a copy of «forename»'s attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables students to keep up with the work required.

I will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If possible, and again if it is medical please ensure we have relevant doctor's notes and appointment details.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

Yours sincerely