

Example Letter re: Referral to EWO

Date

Name and address of parent

School ref

Re: Name of pupil

Dob:

School:

Dear Parent

I am writing to advise you that «forename»'s school attendance has not significantly improved since I last contacted you.

I have enclosed a copy of «forename»'s attendance record which shows an analysis of attendance, punctuality and whether the absences are authorised or unauthorised.

I am now formally requesting the involvement of the Education Welfare Officer who will contact you in due course to arrange a meeting.

I will continue to be available to discuss this matter with you. Please telephone me on the number above should you require an appointment.

Yours sincerely