[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

**Review Fast Track Meeting re;** name of childdate of birth

I am sorry that you did not attend the Review Fast Track to Attendance meeting, arranged to discuss name of child’s attendance.

The recommendations of the meeting were that your child’s attendance has met the agreed targets and the Fast Track case will now close. I will continue to review your child’s attendance regularly to ensure improvements continue.

Thank you for working with the school to improve name of child’s attendance, and I hope that this can now be sustained. Please contact me if there is anything I can reasonably do to help ensure attendance does not deteriorate again.

## Yours sincerely,

Member of school staff