[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

**Initial Fast Track to Attendance Meeting re;** name of childdate of birth

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

I have arranged a further meeting **for** enter date **at** locationtime **am / pm** which I would like you and name of child to attend. At that meeting we will look at how attendance has been since the first attempted meeting and make a decision regarding what happens next.

As outlined in my previous letter to you, I must remind you that it is the legal responsibility of parents/carers to ensure their children attend their registered school on time each day. I must inform you that unless name of child’s attendance improves, the school will have to recommend that the Local Education Authority place this matter before the Magistrates Court.

I am still keen to work with you to look at the reasons for absence, identify strategies to improve attendance and agree a supportive action plan. Please contact me on the above number as soon as possible to discuss further.

## Yours sincerely,

Member of school staff