[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

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

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

Although the meetings did not go ahead, as name of child’s attendance has shown a recent improvement the Fast Track case will now close. However, I will continue to review your child’s attendance regularly to ensure improvements continue.

I hope that this recent improvement 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