[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

**Attendance Concerns re: CHILD NAME DOB XX/XX/XXXX**

Regular school attendance allows your child to improve their life chances by taking full advantage of the educational opportunities available to them. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment. Our records show that CHILD NAME’s attendance is only xx% and that they have missed XX days of school so far, this academic year.

We are very concerned with how this amount of absence will have an adverse impact on CHILDS NAME progress. We firmly believe that poor attendance has a significant negative effect on the personal and social development of the individual.

It is vital that CHILDS NAME attendance shows clear and quick improvement, or that you can provide a reason for your child’s poor attendance that allows us to authorise the absence.

We will monitor things at school over the next three weeks, however, if we do not see an improvement, we will contact you for a meeting to discuss the persistent absence. Should things still not improve we will need to consider more formal proceedings and the use of legal interventions to ensure CHILDS NAME regular school attendance. We are very keen to work with you in supporting an improvement in attendance.

Please contact [INSERT SCHOOL CONTACT] if you require any support with ensuring [CHILDS NAME] regular school attendance.

I hope that we can work together to ensure that [CHILDS NAME] attendance improves.

Yours sincerely,

[NAME]

[ROLE]