[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

**Outcome of internal Fast Track review re;** name of childdate of birth

Further to the Review Fast Track to Attendance meeting held on enter date, I reviewed child’s name on enter date. Please find a copy of child’s name’s current attendance record.

The recommendation is that your child's attendance has improved and the Fast Track case will now close.

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