

Stage 2 Letter

[Name of Parent/Carer]

[Date]

Dear [Name of Parent/Carer]

Regarding the attendance of [Pupil(s) name]

I am writing to you with concerns about [Pupil(s) name]'s attendance at school. Since the beginning of the academic year, [Pupil(s) name] attendance has fallen to [Year to date percentage]% and this is significantly below (below 90%) / below the government recommendation of 96%.

[Pupil(s) name] has missed [Number of sessions] school sessions (one day is two sessions). We appreciate that this is due various reasons, including illness, but now every effort must be made to ensure [Pupil(s) name] is in school.

The school will continue to monitor [Pupil(s) name]'s attendance for the next four school weeks and hope to see a significant/ an improvement. Please be advised that any future *planned* absences for medical appointments will be unauthorised unless supported by evidence e.g., appointment card/ letter/ text/ email. Without this proof we are unable to authorise absences.

In order to provide support, we ask you to contact the school to arrange a meeting or telephone call within seven days of receiving this letter.

Yours sincerely,

School Attendance Team

* Significantly below or below wording used depending on percentage of attendance.

*Significantly or an improvement used depending on percentage of attendance.

* Mail merge fields highlighted in red.

**Please note that this is a templated letter which is being sent to all parents and carers where a child's attendance has fallen below the national targets of 96%*