

Stage 1 letter Template

[Name of Parent/Carer]

[Date]

Dear [Name of Parent/Carer]

Regarding the attendance of [Pupil(s) name]

I am writing to make you aware that since the start of this academic year 2022-23 your child's attendance has fallen below the school and national target of 96%.

[Pupil(s) first name]'s attendance is currently [Pupil(s) year to date attendance] and I am writing to make you aware of this, and to ask for your support in raising this level back to the 96% that the school is expected to achieve.

We appreciate that these absences are for various reasons, including illness, and that you have contacted the school to inform us, however we want to make you aware of your child's attendance.

We will monitor [Pupil(s) name] attendance over the next ten days and would like to see an improvement during this time. Following monitoring, if attendance does not improve, we will contact you to discuss further; this may be a telephone call or face to face meeting.

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%. It is for information only and to make you aware that your child's attendance is being monitored. You do not need to respond to the school at this stage but if you would like any support, please contact the school office.

All attendance information can be found in our attendance policy on our school website.

Thank you for your support in this matter.

Yours sincerely,

School Attendance Team

Copy to: Pupil file

* Mail merge fields highlight in red.