**Letter A3**

**School Logo / Headed Paper / Sent from an official school email address with a clear email signature**

* **This communication should be pasted into the body of an email (rather than as an attachment), which should be sent with a read receipt requested;**
* **The ‘TO’ field of the email must be addressed to an individual parent/carer (separate emails should be sent to each individual parent);**
* **The subject field should make clear the content of the communication. Please note parent/carers email addresses must not be in the CC or BCC field;**
* **If being sent as a letter, please ensure the full address section is completed as per the below, and send to each parent via first class royal mail post. Consider attaching universal translation sheet if required.**

Date

Dear Parent/carer Name

Re: **Full Name of Pupil and DoB**

I write to advise you that **(Name of School)** continues to be/is concerned about **(Pupil First Name’s)** school attendance. A copy of the attendance record is attached.

I would now like us to meet to discuss this matter to see what further support could be put in place and provide you an opportunity to talk through any barriers preventing regular attendance. This will provide us an opportunity to work together to support Pupil Name to benefit from all of the educational opportunities that SCHOOL NAME has to offer.

**Place:**

**Date:**

**Time:**

Please contact me on the above number if this meeting is not convenient so an alternative appointment can be made.

May I remind you that it is your legal responsibility to ensure the regular attendance of your child at this School under Section 444(1) Education Act 1996.

Yours sincerely

*Forename and Surname*

*Position held*

Telephone Number*: XXXXX*

Email: XXXX

**Notes for school (to be removed before sending out)**

* School to email/send to those with parental responsibility
* Ensure accurate attendance record is included