**Add: 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 (separate emails should be sent to each individual parent);**
* **The subject field should make clear the content of the communication. Please note parent/s 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.**

Title, full forename name and surname

Full address

Full address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**RE: Pupil Name (Date of Birth)**

**School Attendance**

We have noticed that your child has had some absences recorded recently, and we would like to better understand the reasons behind those absences, and whether you or your child require any support from the school to prevent further absence. Please find attached/enclosed a copy of your child’s current attendance record/registration certificate which details their attendance and absence from school.

School attendance is hugely important and regular attendance ensures your child benefits from all the educational and social opportunities available to them. This is not just crucial for their learning, but also their wellbeing, and wider development. It is equally important that they attend school on time every day.

We would like to offer you an opportunity to talk through any barriers preventing regular attendance, and how we may work together to support Pupil Name to benefit from all of the opportunities that SCHOOL NAME has to offer. Please contact us (insert phone number or email address) to arrange a mutually convenient time for us to have a discussion, which can be via the telephone or face to face.

In the meantime, please feel free to look at our school’s attendance policy, available on the school website under the section titled: XXXX. If you would like a hard copy, these are available via the school office.

We look forward to hearing from you.

Yours sincerely,

*Forename and Surname*

*Position held*

Telephone number: XXXXXXXXX

Email: XXXXXXXXX

**Notes for school (school to remove before sending)**

* School to send/email to all those with parental responsibility
* School to include accurate attendance record