**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**

Further to our communication dated INSERT DATE, we have noted that although we did not hear from you, PUPIL NAME has not had any further absences. We would like to thank you for your continued support in encouraging PUPIL NAME to engage with the educational and social opportunities that our school has to offer.

As a school, it is our aim to work jointly and in partnership with the whole school community so that all our pupils can fully benefit from the educational and social opportunities available to them. Moving forward, should you need to share any concerns that may impact PUPIL NAME’s regular attendance at school, please do not hesitate to contact us, using the contact details below.

For more information and clarification relating to our school attendance processes and the support available, please refer to our school’s attendance policy which is available on the school website under the section titled: XXXX. If you would like a hard copy, these are available via the school office.

Yours sincerely,

*Forename and Surname*

*Position held*

Telephone number: XXXXXXXXX

Email: XXXXXXXXX

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

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