***Template Letter 2***

**<Address>**

**<Address>**

**<Address>**

**<Address> *<Date >***

Dear ***<name of parent / carer>***

Since we wrote to you on *<date of 1st letter>,* *<name of pupil>’s* attendance has failed to improve significantly, and is now *<attendance percentage>*%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year – your child will spend more time at home than at school this academic year!

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with <*name of pupil>.*Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help *<name of pupil>* to improve *<his/her>* attendance. If you would like to discuss*<name of pupil>’s* attendance, please contact <school contact> on <school contact number> and I will be happy to talkwith you and if required arrange a meeting.

We would appreciate your support to make sure *<name of child>’s* attendance improves. The school will continue to monitor the situation and may refer your child’s absence to Bradford Council for consideration of a fixed penalty notice fine or legal action if unauthorised absence continues to occur.

Thank you for your cooperation

Yours sincerely

<School Contact>