**Template Letter 1**

**<Address>**

**<Address>**

**<Address>**

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

Dear ***<Name of Parent>***

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We then issue a first Letter to register our concern with parents. We are therefore writing to you due to *<Name of pupil>*’s currentlevel of attendance:

|  |  |
| --- | --- |
| Attendance | ***<current attendance> %*** |
| Authorised Absence | ***<current AA> %*** |
| Unauthorised Absence | ***<current UA> %*** |

The information below shows how attendance can affect your child’s future progression.

|  |
| --- |
| **Above 97%: Less than 6 days absence a year**  Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future. |
| **95%: 10 days absence a year**  These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance. |
| **90% and below: 19 days + absence a year**  The Government classes Young People in this group as “Persistent Absentees”, and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority. |

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact <named school person> on <telephone number>

Yours sincerely

<School contact>