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. I would like you to attend a meeting in school with me on <date> at <time> to discuss what we can all do to help <name of pupil> attend more regularly.

If you are unable to attend this meeting, please contact me as soon as possible so we can arrange another time and date to meet.

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 penalty notice fine or legal action if unauthorised absence continues to occur.

Thank you for your cooperation.

Yours sincerely

<School Contact>