

Ref. <STUDENT NAME>

Attendance concern; Formal attendance panel

Dear <ParentalSalutation>

On <DATE> I wrote to you regarding <NAME's> attendance. Since that letter was sent, <NAME> has taken additional days off resulting in a figure of <percentage attendance>. Whilst I do appreciate that, at times, there are legitimate reasons why a student may be absent from school, this should be kept to a minimum.

To date <NAME> has been absent on <NUMBER OF DAYS ABSENT> days. This absence is going to cause significant gaps in learning which will affect <HIS/HER> progress in the future.

I would now like to invite you to attend a formal attendance meeting with the Head of Year and our School Attendance Officer on <DATE> at <TIME>.

We will agree a set of interventions and goals to improve attendance and you and your child will be asked to sign an Attendance Contract. If there are any underlying reasons why <NAME> does not want to attend school, the issues can be discussed when we meet.

If <NAME's> attendance does not improve following our meeting, or if you fail to attend the meeting, I will have no option but to refer the matter to Lucinda Poole, our Education Welfare Officer at the London Borough of Ealing. Please be aware that you may be fined for your <SON/DAUGHTER'S> low attendance. This may also have legal implications.

The school will not authorise further absences unless you provide us with medical evidence.

I hope that you are able to attend the meeting and that we can work together to improve <NAME's> attendance at Drayton Manor.

Yours sincerely

Ms Opie
Associate Assistant Headteacher