Ref:

insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

**‘Support First’**

# Dear «ParentTitle» «ParentLastName»

Re*: «ChildFirstName» «ChildLastName» -* D.O.B. *«ChildDOB»*

Yr «YearGroup» at «SchoolName»

Thank you for coming to the Formal Attendance Meeting on «*Date*» regarding the poor attendance of your child on «*AppointDate*» at «*SchoolName*».

We were very pleased that you came to the meeting and hopefully your child’s attendance will now improve. Please find enclosed a copy of the Formal Attendance Meeting notes, a copy of the signed attendance contract and a legal information leaflet.

The contract covers the next 10 weeks and it’s really important that during the period outlined there is no further unauthorised absence, including unauthorised leave in term time.

Please contact me immediately if «*ChildFirstName*» is experiencing any difficulties preventing their attendance during this period which may impact the success of the contract, or if you feel you are unable to comply with what’s been agreed.

Please note however that at this stage, there must be no further unauthorised absence if a penalty notice/legal action is to be avoided.

If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely,

«School\_Representative»

Job Title