Ref:

# Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

**Invitation to a Rearranged Formal Attendance Meeting**

Dear *«ParentTitle» «ParentLastName»*

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

*Yr «YearGroup» at «SchoolName»*

In a further attempt to help you resolve issues concerning the attendance of *«ChildFirstName»,* the Formal Attendance Meeting has been rearranged at *«SchoolName» on «AppointDate» at «AppointTime».*

**Use this paragraph for secondary schools only delete for primary school child. If you feel on an individual basis that a primary school child would benefit from attending the meeting with their parents please leave the paragraph in**

«*ChildFirstName*» should be in school and can join us for the meeting. If «*ChildFirstName*» is not in school please bring «*ChildFirstName*» with you.

**It is very important that you attend. We can’t help you to reduce «ChildFirstName» absence from school without you attending the meeting and working together in partnership with us.**

This meeting is your opportunity to discuss any matters of concern and find a way forward. An early help assessment could be arranged as appropriate after the meeting if you would like the school to organise that for you.

Regretfully, failure to attend this meeting, and further unauthorised absence, could result in the matter being referred to the local authority for possible prosecution or a penalty notice being issued.

**I must advise you that it is your legal responsibility to ensure your child attends school regularly.**

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

«School\_Representative»

Job Title