Ref:

# Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

**Invitation to a Formal Attendance Meeting**

Dear *«ParentTitle» «ParentLastName»*

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

*Yr «YearGroup» at «SchoolName»*

I hope you are well.

Unfortunately, we are still concerned about *«ChildFirstName» attendance in school*.

We’ve been trying to support you with offers of additional support such as an early help assessment to improve «ChildFirstName»’s attendance and prevent the need for legal action but there are still concerns.

In an attempt to resolve matters, a Formal Attendance Meeting has been arranged 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 cannot 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. If you would like assistance and support via an early help assessment, please attend the meeting after which an assessment can be arranged.

Regretfully, if you don’t attend this meeting and there is further unauthorised absence, it 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