Ref:

School Logo

# Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

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

Your child’s poor attendance at school this year is causing serious concern as ***he/she*** has been absent for ***number*** of sessions out of a possible ***number*** of sessions. This will make it much harder for your child to achieve good results in their school work. ***Most/All*** of the absence has been due to illness or for medical reasons.

Unfortunately, due to the high levels of absence from school, **the Head Teacher can no longer authorise any absence for medical reasons unless supported by medical evidence**. If you have concerns about your child’s health and wellbeing, we are able to make a referral to the School Nurse with your consent if we haven’t done so already. High levels of illness absence may also warrant a discussion with your GP to rule out any underlying medical conditions and we would urge you to make an appointment at the earliest opportunity.

Should ***Pupil’s name*** have any further sessions of absence because of illness or medical reasons you are strongly advised to provide one of the following which may enable the Head Teacher to authorise your child’s absence:

* Medical appointment card with one appointment entered
* Letter from a professional such as a hospital Consultant or Psychologist
* Evidence of a consultation with NHS 111
* Medication prescribed by a GP
* Copy of prescription
* Print screen of medical notes
* Letters concerning hospital appointments
* Slip with date, pupils name and surgery stamp, signed by Receptionist

**Doctors or GP ‘sick’ notes are not required. Please do not request these from your GP as s/he will not be able to provide one.**

Please be aware that telephone calls and handwritten notes from a parent/carer are **not** acceptable as medical evidence when attendance is of serious concern.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child’s age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Education Act 1996 Section 444).

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

* do not achieve well in exams
* find it difficult to maintain friendships
* miss out on social events
* are more likely to become involved in crime

If you have other concerns about your child or other difficulties you would like support with, please contact the school who may be able to assist in the form of an early help assessment. You can also find help and support here: [From Birmingham with Love](https://www.birmingham.gov.uk/love)

If you wish to discuss the contents of this letter or your child’s attendance please contact me. If you call and I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

«School Representative»

Job Title