Letter E

**Attendance Contract Notification**

[Insert school name, address and logo]

[Insert parent name and address]

Dear [Insert parent(s)/carer(s) name]

**Re: Notification of Attendance Contract for** [Insert child’s full name, date of birth, year group] **at** [insert school name].

Your child, [insert child’s name] has been identified as having poor attendance at [insert school name].

To assist you, the school and Local Authority Attendance Officer have tried to engage with you to formalise the support that has been offered and initiate an Attendance Contract to improve your child’s attendance.

You were invited to a meeting with the Local Authority Attendance Officer on [insert date] at [insert meeting location] which you failed to attend. As a result, the Attendance Contract was discussed and initiated in your absence. A copy of this contract is enclosed for you.

Should you not engage with the school or the Local Authority around the Attendance Contract a request for prosecution will be submitted.

Yours sincerely,

[insert name of person sending the letter on behalf of the school]