Letter B

Invite to informal meeting Attendance dropped below 90%

[Insert school name, address and logo]

[Insert parent name and address] [Insert date]

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

**Re: Significant school attendance concern for** [Insert child’s full name, date of birth, year group] **at** [insert school name].

I am writing to you in relation to significant concerns about [insert child’s name] school attendance which is currently at [insert attendance percentage,number of days and sessions]. We wrote you on [insert date] regarding our concerns and since then have not seen an improvement in [insert child’s name] school attendance.

Poor attendance is often a sign that additional support is needed, and we would like to ensure that this is put in place to support [insert child’s name] improved attendance.

I would like to invite you to meet with me on [insert date] at [insert time] to discuss this matter and identify any support that may be required. This meeting may result in an Attendance Support Action Plan being agreed, which will aim to outline any support needed and actions needing to be taken by the school, you as parent(s) and [insert child’s name].

Failure to attend this meeting could result in a Fixed Penalty Notice being issued.

Should we continue to see poor attendance following this meeting a School Attendance Improvement Plan meeting will be arranged.

You are strongly encouraged to attend this meeting so we can work together to ensure [insert child’s name]’s attendance improves, and such action is not necessary.

Yours sincerely

[insert name of the Headteacher]