**2. Attendance Meeting Invite**

**School Logo / Headed Paper**

* **Must be sent to both parent / carers / those with parental responsibility, separately by post in a timely fashion**
* **Ensure full address is on the letter**
* **Send copy of registration certificate with letter**
* **Parents/Carers MUST be given at least 7 days’ notice from date of sending**
* **Please note that we would expect every school to adapt these letters in line with their own attendance policy or to take into account the particular circumstances of each pupil (The warning letter will be the first stage of the legal process so it is important that the words in italics are retains and the wording is accurate.)**

Title, full forename name and surname

Full address

Full address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**RE: School Attendance**

**Child’s Full Forename and Surname, DOB: Insert child’s full date of birth DOB**

Further to our letter dated DATE, whereby we informed you that Child’s forename’s attendance had fallen below the school’s expectations, *it has been noted he/she has had number further sessions absence with the current attendance as attendance percentage%.* Please find enclosed a copy of their attendance record.

Unfortunately, Child’s forename’s attendance has failed to improve sufficiently. I am therefore inviting you to attend a School Attendance Meeting at name of school on date **MUST BE GIVEN AT LEAST 7 DAYS NOTICE** at time. If you are unable to attend on this date, please contact the school as a matter of urgency to arrange a mutually convenient time.

This meeting is an opportunity to discuss any concerns; look at support and develop an action plan to encourage improved attendance. If you do not attend this meeting it will be held in your absence and the notes will be sent to you.

I would like to remind you that parents / carers have a legal responsibility to ensure their children receive efficient, full-time education. *As per the definition in section 576 of the Education Act 1996 it is your responsibility to ensure Child’s forename**attends school regularly and on time. Should Child’s forename**continue to accumulate further sessions of unauthorised absence then we will consider referring you to Herefordshire Council who may issue a penalty notice or initiate legal proceedings against you under the Education Act 1996 (Section 444).*

If you are experiencing any difficulties, or do not understand aspects of this letter please contact me on the above telephone number. We look forward to meeting with you and thank you for your continued support.

Yours sincerely,

Full Forename, Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

**CC: Title, full forename, surname of other parents / carers / those with parental responsibility – then send separate copies (if at different address), post to these,** making sure to amend the addressee, address, CC details etc.