1. **Cause for Concern Letter**

**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**
* **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.**

Full Name – Title, Full Forename, Surname

Address

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**

As part of our ongoing monitoring/attendance review of all students, we have noticed that Child’s name’s attendance currently stands at Number%/Sessions missed. Number of these absences are due to illness/lateness/unauthorised. I have enclosed a copy of the current attendance for your information.

We have high expectations at SCHOOL NAME and as a consequence, we continually strive to raise attendance levels in order to maximise the educational achievements of all our pupils. There is a great deal of current research available which clearly shows that even quite low levels of absence have a negative impact on achievement and attainment.

We appreciate that every situation is different and there may be specific issues which are making it difficult for your child to attend school. If you would like to discuss your child’s attendance, please do not hesitate to contact me on the number below and I would be more than happy to discuss your concerns. We will be monitoring Child name’s attendance and hope to see an improvement in the future.

**Every day in school counts towards Child name’s** **future, and I thank you in advance for supporting** SCHOOL NAME **in ensuring excellent school attendance.**

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.