**General messages about the importance of attendance**

**School Logo / Headed Paper**

* **Ideally sent to both parent / carers / those with parental responsibility**
* **Ensure full address is on the 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**

We need your help, please.

Child’s name’s has been absent for Number days of school, which is equal to Number lessons missed so far this school year.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance Is my child too ill for school? - NHS (www.nhs.uk) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At SCHOOL NAME school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on Child’s name’s absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet Child’s name’s class teacher or tutor if there is anything we can do to support you or your child. We appreciate that every family’s situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child’s attendance.

Kind regards

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, first class to these,** making sure to amend the addressee, address, CC details etc.