1a Cause for concern due to UA/mixed codes 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: Child’s full date of birth**

We understand that children/young people may occasionally miss school for various reasons. Sometimes this is related to their physical health, their mental well-being or a range of other school/family related factors.

At school name our primary goal is to create a safe and supportive school community where your child can thrive. We believe that regular attendance throughout the year is essential for children to experience a sense of belonging, success and fulfilment. 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.

As part of our ongoing monitoring/attendance review of all students, we have noticed that child’s name’s attendance currently stands at number% meaning they have missed number days/number lessons so far this school year. Number of these absences are due to illness/lateness/unauthorised. I have enclosed a copy of their registration certificate for your information.

*We know (child name) enjoys xxx at school and has been missed (insert/delete as appropriate)*

We appreciate that every situation is different and there may be specific issues that are making it difficult for your child to attend school. We would like to gain a better understanding of the reasons why they haven’t been able to attend school and want to work with parents to support their attendance.

If your child is facing challenges, particularly related to anxiety or emotional concerns, please reach out to us for support. If there are any ongoing reasons preventing child name’s regular attendance and would like to discuss this matter further, please do contact me.

**Every day in school counts towards child name’s future. We look forward to seeing a reduction in absences and 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.