

YOU ARE RECEIVING THIS LETTER BECAUSE YOUR CHILD'S BECAUSE YOU RECEIVED AN EARLY INTERVENTION LETTER IN SEPTEMBER AND YOUR CHILD'S ATTENDANCE AT SCHOOL IS NOW BELOW 92%

LETTER 3(B)

«addressee»

«address_block»

«date_of_printing»

Dear «addressee»

Child's Name: «forename» «surname»

DOB: «date_of_birth»

Form Group: «reg»

Attendance: «percentage_attendance»%

At <<school name>> we have an attendance target of at least 97% for each pupil. As low attendance at school may help identify if a child or family is in need of support, or could be an indicator of a possible safeguarding issue, we closely monitor this on a regular basis.

Further to the letter you received in September regarding <<NAME'S>> attendance, their current attendance figure for this year stands at <<00.0%>>.

I am writing to inform you of the next steps we need to take.

Due to the continued absences I am inviting you to make an appointment with the school nurse and/or an Education Early Help Worker to discuss how we can support you to improve your child's attendance at school. **Please contact school within 7 days to arrange this appointment.**

Should you not wish to take up this offer of support or we do not hear from you within 7 days we will make a referral to the Local Authority's Education Welfare Officer; this may lead to legal action.

If you wish to discuss this matter further please do not hesitate to contact me

Yours sincerely

Headteacher