

**YOU ARE RECEIVING THIS LETTER BECAUSE YOU HAVE ALREADY RECEIVED LETTER 1 AND THERE HAS BEEN NO IMPROVEMENT IN YOUR CHILD'S ATTENDANCE AT SCHOOL**

**LETTER 2**

«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 regarding <<NAME's>> attendance at school sent on <<DATE>> it appears that there has been no significant improvement in their attendance at school. Their current attendance figure now stands at <<00.0%>>. Irregular school attendance may have a serious impact on your child's academic progress if it continues.

Unfortunately, as your child's attendance has not improved since our previous communication, we will no longer be authorising any further absences unless we have sight of medical information; this can be in the form of a letter from the doctor, proof of prescribed medication given by a doctor, or other relevant information. **Failure to provide this evidence will result in absences being recorded as unauthorised. Please note that it your responsibility to ensure we are provided with this information.**

Should <<NAME's>> attendance fail to improve within our next 15 day monitoring cycle, our next step is likely to involve a referral to the Education Welfare Officer; this may lead to legal action.

Should you require support with improving your child's attendance or wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

Headteacher