

**YOU ARE RECEIVING THIS LETTER BECAUSE YOU HAVE ALREADY RECEIVED LETTERS 1 & 2 AND THERE HAS BEEN NO IMPROVEMENT IN YOUR CHILD'S ATTENDANCE AT SCHOOL**

**LETTER 3(A)**

«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 my recent letters regarding <<NAME'S>> attendance at school sent on <<DATE>> and <<DATE>>, there has been no significant improvement in their attendance at school. Their current attendance figure now 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