**Example letter advising parent that school are concerned about attendance**

Our Ref:

Full Legal Name of Individual Parent/Carer

XX Meadow Lane

Nottingham

NG7 5HP

Dear Full Legal Name of Individual Parent/Carer

Child X (DOB)

Your child XXX’s attendance is a cause of concern at XX%. I am writing to bring this to your attention in order that we might work together to improve this. I enclose an attendance certificate for your information. I am proposing a school meeting/ home visit/telephone discussion (delete as appropriate) to further discuss ways we can support your child.

Should our joint efforts to improve attendance be unsuccessful the school may decide to refer for enforcement action.

Yours sincerely

Mr xxxxxxxxx

Assistant Principal