



Headteacher: Mrs Lindsay Robertson BA (Hons) NPQH

Date:

Dear [insert name of parent or carer – not Parent or carer]

RE: [Pupil Name] DOB – Persistent Absence

I am writing to bring to your attention concerns regarding your child’s attendance at school. Your child is currently classified as being a persistent absentee and this has a significant impact on their academic progress and overall well-being.

The 2014 National Curriculum in England places great emphasis on regular attendance to ensure pupils can fully engage with their learning and reach their potential. Consistent, persistent absence can impact your child’s understanding of key concepts and topics, as well as their social development and interactions with their peers.

It is important to address issues with attendance promptly in order to support your child’s educational journey and I ask that you work collaboratively with school to improve your child’s attendance and to identify any underlying issues that may be contributing to their absence.

As a way forward, I recommend working together to create an attendance contract to support establishing a consistent routine to ensure that your child arrives to school on time and each day. Additionally, I ask that you communicate with us if there are any concerns or challenges that may be hindering your child’s attendance.

You are invited to a meeting at school to discuss your child’s attendance on **(insert day, date and time)**. Failure to attend the meeting will lead to it being rearranged. If the second meeting is missed, an automatic referral to Attendance Services will be made.

As stated, regular school attendance is crucial for your child’s success and your support in addressing this matter is highly valued. Together we can work towards ensuring that your child is able to fully benefit from their education and can fulfil their potential.

Please do not hesitate to contact us if you have any questions or require further support regarding this matter. Your co-operation in improving your child’s attendance is greatly appreciated.

Yours sincerely,

Mrs Lindsay Robertson

GREEN Pupils with attendance from 96% to 100%
AMBER Pupils with attendance from 90% to 95.9%
RED Pupils with attendance below 90%

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