

Appendix 5

«date_of_printing»

«addressee»
«address_block»

Dear «salutation»

«chosen_forename»«chosen_surname» - «reg» - Initial School Attendance Meeting

I am concerned regarding the amount of absences that «chosen_forename» has had since the beginning of the academic year. I know that in some cases these are unavoidable.

We aim for pupils to come to school every day as their attendance has a huge impact on their education and their interactions with their peers during school. During this academic year «chosen_forename» has had a <<##>> authorised absences and <<##>> unauthorised absences meaning that their attendance is «percentage_attendance» which falls below the expected level.

I would like you to attend a School Attendance Meeting, to discuss your child's attendance and any issues which maybe affecting this. We can also look at ways in which we can support you. The appointment we are offering you will be on <<date>> at <<time>>. It is a matter of importance that you attend this meeting, please contact the school on receipt of this letter to confirm attendance or arrange an alternative appointment.

Yours sincerely

R Hawkins

Mr R Hawkins
Headteacher