

[DATE]

Dear [Parent/Carer NAME]

I am writing to you regarding your child's attendance over the last twelve school weeks. During my recent register check, it was noted that their attendance was below the expected level of 97% and includes examples of broken attendance.

Although I see from the records that you provided reasons for these absences, I wanted to bring to your attention that we regularly monitor the attendance and punctuality of students due to the strong evidence that low attendance has a direct impact on student achievement.

We understand that sometimes children are genuinely ill and of course you must be the judge of this. When your child is unwell, it can be hard deciding whether to keep them off school or whether or not to send them in, however the NHS have provided a helpful guide to support you in making this decision.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> .

I hope that we will be able to work in partnership to improve your child's attendance levels during the rest of the year. I will continue to monitor their attendance and if we do not see an improvement, you will receive another formal letter and absences will then be unauthorised.

If there are any issues which you would like to discuss, please do not hesitate to contact me on 01582 611600 in order to discuss this at a mutually convenient time.

Yours sincerely,

[NAME PSM]

Pastoral Support Manager