# Illness – ongoing medical condition affecting attendance example letter - meeting invite to parents

***Also consider, if known medical professionals are involved, if they also need to be invited to this meeting, with parental consent, or if you have permission to contact them prior to this meeting.***

Insert School logo here

Re Child name, class/year group

Dear………,

Due to (child name)’s ongoing medical condition we are aware some absences from school due to illness maybe unavoidable.

As this has become apparent over (the last 2 weeks/month/half term/term) in order to best support (child name) and work in partnership with you as parents we would like to invite you to meet with us on:

*Insert date/time and venue details or if a virtual meeting the joining details*

Meeting with you will ensure we have an opportunity to discuss (child name)’s needs and review how we can continue to work together, along with any relevant health professionals, to best support (child name)’s wellbeing and education.

As a school we remain committed to supporting (child name) as best as we possibly can in order for (her/him) to be able to attend and achieve as much as practically possible.

If for any reason you are unable to attend this meeting, please contact me on (insert tel number) so we can rearrange an alternative date.

I look forward to meeting with you soon.

Yours Sincerely