Improved Attendance Example Letter Insert School Logo here

Re Childs name Class/Year

Dear

Since writing to you on (insert date) we have been monitoring (child name)’s attendance and we are really pleased to see that there has been a significant improvement (this half term/over the last few weeks/insert your own specified period or delete as appropriate)

(child name) has reached their attendance target and we have celebrated this in school today. (Insert further details as to how this has been celebrated if desired)

Thank you for working in partnership with us and supporting (child name)’s regular attendance.

We look forward to seeing (child name)’s excellent attendance continuing over the next (half term/term/insert other specified period or delete as appropriate).

Yours sincerely