Initial Attendance Concern Letter Example Insert School logo here

Re (child name) Class/year group

Dear

I am writing with concern regarding (child name)’s recent absence from school.

(Child name) has missed xxx days of school since xxx and their current attendance has fallen to xx %. *They have been absent on xxxx separate occasions since xxx (insert/delete as appropriate)*

***I enclose a copy of the register and reasons provided for absence for your information.***

(Child name)’s level of absence is likely to have an impact on their learning. Opportunities to socialise and sustain friendships with peers are also being lost.

*We know (child name) enjoys xxx at school and has been missed (insert/delete as appropriate)*

As each family’s circumstances are different we want to work with parents to provide the best education for every child. Pupil welfare and wellbeing are really important to us at (insert school name) and we believe that regular attendance throughout the year is essential for children to experience a sense of belonging, success and fulfilment.

We will continue to support (child name)’s education in the best way possible, including looking into how we can help address gaps in their learning due to absence.

Should there be any ongoing reasons preventing (child name)’s regular attendance, or you would like to discuss this matter further, please do contact me on xxxx.

Alternatively, we look forward to seeing an immediate and sustained improvement in (child name)’s attendance.

Yours Sincerely