**Attendance Contract letter template 2025**

INSERT SCHOOL LOGO HERE

Dear xxxxx (parent/carer)

**Re xxxxxxxxx (child’s name, DOB, Year group)**As a school we remain concerned regarding xxxx’s (child name) ongoing irregular attendance and the impact upon xxxxx’s learning. Currently xxxxs attendance stands at xxx % with … xxxx (number) unauthorised absences. That equates to xxxxx (days lost) since xxxx (Sept/date).

I would therefore like to invite you to attend a formal meeting to discuss this matter in more detail. It is really important you attend as xxxx’s absence remains an ongoing concern. The meeting will be held on:

**(Date) at (Time) at (venue).**

At the meeting we will be keen to hear about any barriers or issues that you feel may be preventing xxxxx’s regular attendance in order to continue to work with you and support you to address these. It is important that xxxx attends school regularly in order to achieve the best educational outcomes, maintain a sense of belonging and socialise with peers. We enjoy having xxxx at our school and as part of our year xxx group. We remain committed to supporting xxxxx.

As part of the meeting, it may be helpful to complete an attendance contract so that we can formalise and agree how we can all best work together to try and resolve any issues to help improve xxxxx’s attendance.

*Please see the enclosed Information leaflet about Attendance contracts (INSERT)*

If for any reason you are unable to make arrangements to attend this meeting and need to request an alternative date, or would like to discuss anything of urgency affecting xxxx’s attendance prior to this meeting date, please do contact me as below.

I look forward to continuing to work in partnership with you to support xxxx’s attendance.

Yours Sincerely