

Example letter – Attendance Meeting Letter

Dear **Name**

Name of Child – DOB –School Attendance Meeting

Following our **letter/meeting** regarding **Insert Child's Name**'s attendance we regret to inform you that **Insert Child's Name**'s attendance has not improved to the required levels and is currently **_**%.

Parents/carers have a legal responsibility to ensure that their child is receiving an education and attends regularly at the school at which he/she is registered. You also have a responsibility to contact the school each day should **Insert Child's Name** be unable to attend for any reason.

You are therefore requested to attend an Attendance Meeting at school on **DATE, TIME AND VENUE**. You are welcome to bring a friend/colleague to support you. Present at this meeting will be **INSERT DETAILS**. It is important that you attend this meeting so that any issues or concerns which may be contributing to **Insert Child's Name**'s non-attendance can be discussed.

This meeting is an opportunity for the school and family to meet together to discuss why a child has poor attendance and, hopefully, to seek solutions to any problems. Please telephone to confirm receipt of this letter and your intention to attend the meeting by contacting **INSERT NAME AND PHONE NUMBER**. Dorset Council has already been made aware of **Insert Child's Name**'s current attendance.

Yours sincerely,
Headteacher's signature
Name
School