

## Example Letter - Improvement

Dear

### **Name of Child - Attendance Improvement**

Following the Attendance **Letter/Meeting/Panel** on **Insert Date** we are pleased to note that **insert Child's Name** attendance has improved and is currently **Insert%**.

If **insert Child's Name** attendance continues to improve, you will not need to attend future Attendance **Meetings/Panels**. We will closely monitor **insert Child's Name** attendance with a view to returning to the Attendance Process should it be necessary.

**Insert School Name** aim, together with the schools in the **Area/Pyramid**, is to work with the support and co-operation of parents/carers to give all children the opportunity to benefit from their time as students at our schools and for them to be happy and successful.

There are many reasons why students have poor attendance. We value the working partnership we have with parents. If, in the future, there are specific circumstances that may contribute to **insert Child's Name** poor attendance that you would like to discuss with the school please do not hesitate to contact us. It is much better to resolve potential problems before they become an issue.

We thank you for your support with this process to date and look forward to your continued support in the future.

Yours sincerely,

Headteacher  
School