

Example Letter – Medical Concern

Dear Parent/Carer,

Concerns re: (Child's Name) Attendance (medical)

At the beginning of the school year you received a letter informing you about the importance of regular school attendance and our aim to ensure good attendance for all students at (School Name) School.

Your child has been identified as having an attendance level below 95%, which means their attendance will be closely monitored as part of our Attendance Process. I am aware that many of these are authorised absences due to illness. If the medical absences continue, we may be required to make a referral to a health Practitioner. We will inform you of this before we make a referral.

Since September (Child's Name) has been absent for (Number) out of a possible (Number) attendances which gives a % attendance record. I am sure you will work with us to ensure these figures improve. We will be closely monitoring (Child's Name) and expect to see a significant improvement in (Child's Name) attendance, otherwise we will ask you to attend a meeting in school to discuss the matter. I have enclosed a registration certificate for you to look at.

PLEASE NOTE: During this period, any sickness absences should be supported with evidence such as a GP's appointment card or prescription, or hospital letter.

We value the working partnership we have with parents, therefore, if there are specific circumstances that have contributed to (Child's Name) poor attendance that you feel we haven't considered please contact (School Staff Contact) . The school will consider all notes/information explaining absences before deciding whether or not to authorise the absence.

Please note that if, following this meeting, Name's attendance continues to be below 95% you could receive a letter informing you of an Attendance Panel with the school and a representative from Dorset Council's School Attendance Team.

We hope to see a significant improvement in (Child's Name) school attendance. It is only through excellent attendance that (Child's Name) will achieve all he/she is capable of and have the best opportunity for a rewarding and prosperous adult life.

Yours sincerely,

Headteacher

School