



Excellence, Respect, Friendship

CAWSTON GRANGE PRIMARY SCHOOL

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

DATE

Dear (Parents name),

We previously wrote to you to outline our worry that (child's name) was not attending school regularly and that we were monitoring their attendance in line with stage two of our attendance policy which can be found [here](#). This letter is to inform you we are now becoming really concerned about the number of absences your child has had from school. (Child's name) is part of our school community and we want them to thrive during their time with us and for that to happen, we need all our pupils attending 100% of the time. Our ongoing concerns about (child's name) attendance means that we are now at stage three of our attendance procedures.

Currently, (child's name) attendance is recorded as XX% with XX sessions of absence. This attendance percentage will be having an effect on your child's overall education.

Due to this, future absences will now only be authorised if we are satisfied that the reasons for the absence are completely unavoidable. You are invited to provide the school with additional information or documentation to enable us to make an informed decision regarding authorisation for each absence. Parents have a legal duty to ensure that their child receives their full entitlement to education, and we want to work with you to make sure that this happens.

We are committed to supporting you and, while this letter is highlighting our concern, we really want the opportunity to talk to you so to see if we can offer any additional support so that (child's name) attendance improves.

Therefore, I would like to invite you into the school on the following date and time.

Date: Enter date

Time: Enter time

With: Enter staff name

If there is someone already supporting your family and you would like them to be invited to this meeting, please let me know as they can also be included. At the meeting, we will agree an action plan to improve attendance; we will agree achievable targets along with actions that the school and parents will take to support (Child's name) attendance and set a date to review the success of this.

If you are unable to attend this meeting, then please contact me on details above at your earliest convenience so we can arrange a more suitable time. Please note that if you cannot attend the meeting and do not contact us to arrange a more suitable time, the school will continue to form an action plan and will send this to you after the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K Worthington', written in a cursive style.

Mrs K.Worthington
Headteacher