



«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

### School Attendance Letter for «forename» «surname»

We are writing to advise you that since our last letter «forename»'s attendance has continued to fall to «percentage\_attendance»% and as a result we are becoming concerned that «forename» is missing a significant part of learning. We enclose a copy of «forename»'s attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised. The current expected level of attendance at this time for pupils at the College is 95% or better.

Regular attendance is extremely important as missing school will have a huge impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables student to keep up with the work required. Government research suggests that 17 missed days of school in a year could equate to a drop in attainment of 1 grade.

We will continue to monitor «forename»'s attendance and look forward to seeing an improvement. If the absence is due to an ongoing medical reason please ensure that we have been informed so that the appropriate support can be put in place. If there any other circumstances that the school may not be aware of which is having an impact on «forename» attending school regularly, please do not hesitate to contact us.

*Whilst I am sure that attendance will improve. We would like to highlight at this stage that the local authority has an obligation to monitor the irregular attendance of young people which could result in further action being taken under Section 444 of the Education Act 1996.*

Thank you for your support.

Yours sincerely

**Head of Year**

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