

Date

Dear Parent/Carer,

As part of our legal duty, we monitor attendance across all year groups and work with families to support any child at risk of poor attendance. Our expectation this year is no more than **five days' absence**.

**Your child's absence has now exceeded five days.**

In line with our Attendance Roadmap, your child is currently at Step One. We are sharing this information with you so that we can work together to prevent any further decline in attendance. Continued absence may lead to a move to Step Two, which includes a Connection Meeting with a member of our Attendance Support Team to discuss any concerns and explore additional support.

We hope that by working in partnership, we can help ensure your child's attendance remains on track.

We understand you may also be concerned about how your child's absence could affect their learning and progress. Regular attendance plays a key role in helping children reach their full potential.

If you would like to discuss your child's attendance or feel you may benefit from additional support, please contact us at [\(insert email address\)](#). **Please note: this email address is not for reporting daily absences.**

Thank you for your support and understanding.

Yours faithfully,

