

Date

Dear Parent/Carer,

Thank you for your continued support in helping us prioritise good school attendance. Regular attendance plays a vital role in your child's learning, development, and overall wellbeing.

We regularly review attendance across the school to ensure all pupils are accessing their full educational entitlement. When concerns arise, we follow a clear pathway to offer early support and work in partnership with families.

Following on from our previous letter dated **Click or tap to enter a date.**, there has been a further increase in your child's absence. As a result, your child has now reached Step Two of our Attendance Roadmap. This step includes a Connection Meeting with a member of our Attendance Support Team to discuss any concerns, identify any barriers, and explore what support can be put in place to help improve attendance.

We are keen to work with you to understand any difficulties and offer support. Following the *Working Together to Improve School Attendance* guidance.

We would like to invite you to a Connection Meeting on Click or tap to enter a date.

This meeting will provide an opportunity to discuss your child's attendance and any help that may be needed.

Please confirm your attendance by emailing **(insert email address)**, stating whether you prefer a face-to-face or virtual (Teams) meeting. If you cannot attend at the scheduled time, please contact us to arrange an alternative.

Thank you for your support and understanding.

Yours faithfully,

