

Date

Dear Parent/Carer,

We are writing to update you on our ongoing monitoring of your child's school attendance. As you know, consistent attendance is essential for ensuring pupils are able to make good progress and fully benefit from the education provided.

A meeting was held on *Click or tap to enter a date* to discuss the concerns around your child's level of absence and to agree steps that might support an improvement. Since that meeting, we have continued to track attendance closely. Unfortunately, there has been **no improvement**, and the level of absence remains significantly below expectations.

Because of this, it is necessary to arrange a **further Connection Meeting** so that we can review the situation in more detail, revisit the actions previously discussed, and consider what additional support or next steps may be required. This meeting forms part of **Step Two of our Attendance Roadmap**.

We would like to meet with you on *Click or tap to enter a date*.

Please confirm your attendance by emailing (**insert email address**) and indicate whether you would prefer the meeting to take place in person or via Teams. If the proposed time is not suitable, please contact us so that an alternative can be arranged. (Please note: this email address is not for reporting daily absences.)

Thank you for your cooperation. We remain committed to working with you to support your child's attendance.

Yours faithfully,

