

Date

Dear Parent/Carer,

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

A Connection Meeting was held on *Click or tap to enter a date* to discuss concerns about your child's level of absence and to agree actions that could support improvement. Since that meeting, we have continued to monitor attendance closely.

Unfortunately, there has been **no improvement**, and your child's level of absence remains significantly below expectations.

Because the agreed actions have not led to the necessary improvement, we are now moving to **Step Three of our Attendance Roadmap**. This step involves a **multi-agency response** and the implementation of a **school-led attendance contract**. This contract outlines clear expectations, support measures, and responsibilities for all parties, and forms part of our statutory duty to address ongoing attendance concerns.

We would like to invite you to a further Connection Meeting on *Click or tap to enter a date* to review the situation, discuss the attendance contract, and ensure that the right support is in place moving forward.

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 and wellbeing.

Yours faithfully,

