Dear Parent/ Carer of [Pupil Name]

Our records show that [Pupil name] has been absent for 3 days in a row, [insert dates]. This is equal to [state number] lessons/ playtimes missed.

We know that sometimes our pupils cannot come to school because they are really unwell. Medical advice is clear however that children with mild illness will often be well enough to attend – for example if they have a cough or cold without a temperature. The NHS guidance [Is my child too ill for school? - NHS (www.nhs.uk)](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At [insert school name] we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all our pupils in school, on time every day. We are building life skills, life long friendships and preparing your child for future success.

We also know that you can have a significant effect on [Pupil name] attendance and we would really appreciate your support ensuring that [Pupil name] comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and agree a time to meet [Pupil name] class teacher if there is anything we can do to support you or your child. We appreciate that every family’s situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child’s attendance.

Kind regards,

Dear Attendance Lead,

Thank you for your letter dated [Insert Date] concerning the absence of [Insert pupil’s name] on [Insert dates/ date range].

[Insert Pupil’s name] has been absent from school because

[Parent/ carer to comment on reason for absence]

We would welcome the opportunity to talk to the school about available support to improve [Insert pupil’s name] attendance. Please telephone/ email me [delete as appropriate] to arrange a time.

Signature:

Name:

Relationship to pupil:

Date: