

An example letter re low unauthorised attendance. RE: absences from school

Dear Parent/Carer

Each year, we set high standards and expectations for the attendance and punctuality of all our pupils in order to ensure all pupils have the best chance to develop, build friendships and progress academically. Poor attendance rates are known to often have an impact on academic achievement, and high attendance is especially important due to the disruption to education caused by the coronavirus (COVID-19) pandemic.

We are, therefore, writing to express our concern regarding your child's number of unauthorised absences from the school. (Name of pupil) has been absent without authorisation for a total of 4 days on the following dates:

- Date
- Date
- Date
- Date

The wellbeing and educational progress of our pupils is our priority, and we believe that your child's full attendance is hugely important in enabling them to succeed at school.

We recognise that there may be reasonable explanations for the absences, and we appreciate that each family has its own circumstances; however, it is important to be aware that you are legally responsible for ensuring that your child attends school regularly. If you fail to do this – even if your child misses school without you knowing – legal action can be taken against you by the LA, including a penalty notice.

More information about attendance and the potential consequences of unauthorised absences are available in our Attendance and Absence Policy which can be found on our website or by request at the school office. Please can you contact the school office on 01566772170 or email ststephens@andaras.org in order to arrange a meeting for us to discuss how best we can support your child's lost learning time and anything else which you would like to raise.

Yours sincerely,

Maura Furber

Head teacher