**Example Letter – Attendance Contract not working and it is being terminated because parent wants to terminate**

Dear xxx

**Re: Child Name**: xxx **DOB**: xxx **School:** xxx

I’m sorry to hear that you no longer wish for the Attendance Contract to continue. We will therefore terminate the Attendance Contract, as per your request. As of today’s date (xx/xx/xxxx), <<forename>>’s attendance is xx.

As per our attendance policy, should the attendance decline, or if <<forename>> is absent for unauthorised reason(s), this can result in a referral to the Local Authority for enforcement actions to be considered.

**INSERT REVISED FULL LEGAL WARNING**

Offers of support remain open to you and <<forename>>, where we strive to work together to remove barriers to attendance. If you have queries or want support, please contact me.

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Enc. Record of attendance

Attendance Leaflet (delete if not appropriate)