**Example Letter – Attendance Contract was successful and is now concluded.**

Dear xxx

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

Thank you for working with us to improve <<forename>>’s attendance. It is a pleasure to say that <<forename>>’s attendance has improved from xx% to xx%, since the Attendance Contract was agreed on xx/xx/xxxx. As of today, the Attendance Contract will now cease.

As per our attendance policy, should the attendance decline as a result of absences for unauthorised reasons, this could potentially result in a referral to the Local Authority for enforcement actions to be considered.

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)