**Example Letter - Failed to attend Attendance Contract Letter. Child is NOT open to outside agency professionals**

Dear xxx

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

It was unfortunate that you were unable to attend the Attendance Contract Meeting which was due to be held at xxx on xxx at xxx.

We acknowledge that the situation may be difficult for you at this time. We would welcome another chance to meet with you to continue offering our support to you and <<forename>>.

<<forename>>’s attendance is currently xx%.

It is important that we work together and that <<forename>>’s attendance improves. The Attendance Contract is a more informal route aimed at improving attendance. If you choose not to engage with this, and <<forename>>’s attendance doesn’t improve, we will need to liaise with the Local Authority to discuss next steps, as per our attendance policy, which is available to view on our website.

To arrange the Attendance Contract meeting, please telephone xxx on 0xxxxxxxxxxx or email [example@school.com](mailto:example@school.com). We would like to see you in person, however this meeting can take place online if you would prefer.

If you have any queries please do not hesitate to 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)