**Example Letter – Invite to Attendance Contract Mtg letter**

Date

Name and address of parent

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

Dear Parent,

Thank you for working with us to help improve «forename»’s attendance. Their current attendance is xx%. However, this is still a concern and can potentially affect their life chances. We would like to work with you to offer support to help improve «forename»’s attendance. The next step in offering this support is an Attendance Contract.

An Attendance Contract:

* is a voluntary contract that you can end at any time.
* Can last as long as is helpful
* Can include regular catch-ups to offer support
* Can help to reduce barriers to attendance
* Can involve any other services open to you, who can be involved if you would like.

Our attendance policy includes more details about an Attendance Contract.

*(if young person is NOT open to other professionals, please remove below):*

*We recognise that «forename»’s is being supported by other professionals. It’s important that we all work together to make it as easy as possible for «forename»’s to access education. We believe that an Attendance Contract can help to achieve this.*

If you have any questions, please feel free to contact me to discuss further. We would be grateful if you could attend a meeting with us:

Date: xxx Time: xxx

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»’s attendance. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

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

Encs Record of Attendance

 School Attendance Leaflet