

Editable attendance email and letter templates

We know many schools already have attendance letter templates. These examples are provided to help save time and support schools who want to review or improve what they use. You should adapt them to suit your needs.

Attendance concerns should be addressed early to prevent them becoming entrenched and can often be resolved informally via supportive conversations with parents and pupils.

Where an informal approach hasn't worked, the following templates can be tailored to the individual and used for written communication with parents about attendance – both for early intervention and when absence is becoming more persistent. In this document you'll also find a template to congratulate parents and pupils when there's been positive improvement in a child's attendance.

Early intervention

This email can be used when concerns first emerge. Ensure this is tailored to each individual's circumstances.

Dear **[Parent/carer name]**,

[Start with an introductory sentence, such as 'I hope you are well'. If you can, also add in something positive that is particular to the child/family e.g. We're really pleased to see [Child's first name] enjoying XXX at the moment].

We're contacting you because we've noticed [Child's first name] has missed X days of school in the past X weeks [It may be useful to add the nature of the absences e.g. illness, unauthorised absence]. He/she has also been late to school on X occasions in the past X weeks which means they have missed important introductions to the day.

We'd like to work with you to make sure [Child's first name] is with us as much as possible, enjoys school and achieves their very best. I wanted to remind you we are here to support in any way we can. If you need more support in getting them to school, please contact [Name of class tutor/ attendance lead/ head] on [Insert email or phone number]. We're here to help.

We will be in touch again if we have ongoing concerns about [Child's first name]'s attendance, but please remember you can speak to us at any time.

Yours sincerely,

[Name]
[Role]

Continued absence

This email can be used if attendance concerns continue. In the first instance, a phone call to the parent/carer might be more effective, but where that isn't possible, this email can be adapted and used to escalate concerns. You can find some phone call scripts to aid these conversations [here](#).

Dear **[Parent/carer name]**

[If a phone call was made first, update this paragraph and bullet points. Otherwise, delete and start at the second paragraph]

Thank you for your time today where we discussed **[Child's first name]'s** attendance. Thank you for letting us know **[list brief key points from the conversation below]:**

- X
- Y
- Z

As you know, we are concerned about **[child's first name]'s** attendance and would like to work together to make sure **[child's first name]** is with us as much as possible, enjoys school and achieves their very best. I wanted to remind you we are here to support in any way we can, and I'd like to invite you into school for a meeting on: **[day and date]** at **[time]** to discuss how we can work together to improve this.

[Child's first name]'s attendance record (including absences and late arrivals) for this academic year is provided at the bottom of this letter. **[Add in late information, if relevant, for example:]**

Please remember that the school gates open at **X:XXam**. The classrooms open at **X:XXam** and pupils are expected to be in their classroom ready to start learning. The register is taken at **X:XXam**. **[child's first name]** is also very welcome to attend our free breakfast club, which opens at **X:XXam** every day.

Please contact me if you have any questions about this letter or if there is anything else you would like to discuss before the meeting.

Yours sincerely,

Name
Role

Attendance information for [child's first name] from [date] to [date]:

- Overall attendance rate: XX.X%
- Total possible days: XXX
- Days attended: XXX
- Number of days missed: XXX [this is equivalent to X days per week/fortnight or missing X lessons]
- Authorised absences: XXX days

- *Unauthorised absences: XXX days*
- *Late arrivals before registers close: XXX*

Celebrating improved attendance

It's important to celebrate improvements in attendance rates – especially when issues have previously been identified. Positive reinforcement can be a powerful tool to embed good behaviours. Use this email and personalise it to the individual to congratulate them for improvements.

*Dear **[Parent/carer name]**,*

*We're contacting you because we've noticed an improvement in **[Child's first name]** attendance and we wanted to say thank you. We think it's important to celebrate these moments.*

[Add in information on the improvement, for example: [Child's first name]'s has attended X more days this term/month compared to last [add in information on what they have benefited from – lessons, enrichment activities etc].

*School is where children build confidence, resilience and friendships, and we want to continue to work together to ensure **[Child's first name]** can thrive at school. If you ever need more support in getting them into school, please get in touch. We're here to help.*

Yours sincerely,

Name
Role