

Attendance Letter-Step 3

**Southam College**  
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Dear \_\_\_\_\_

Please find enclosed a copy of «forename»'s Registration Certificate, «forename»'has missed XXXX days of school so far this year, which falls below our expectation of no more than 3 school days missed per year. Since our previous correspondence <<insert date of letter/telephone>>, «forename»'s attendance has not shown a sustained improvement, despite the support that has been offered.

An appointment has been made for you to discuss «forename»'s attendance on **DATE** at **TIME** with <<Designated Person>>. If this appointment is inconvenient, please contact the school to arrange a mutually agreeable appointment. The purpose of this meeting is to have the opportunity to discuss the reason for «forename»'s continued absence and to look at how the school can support further in improving this. We will agree a formal plan, also referred to as an attendance contract, within the meeting in order to support a sustained improvement in attendance.

It is a statutory requirement that we inform the local authority at this stage, via a return form, about «forename» continued absence so that they can consider whether further intense support is needed.

*The school would like to remind you that in line with Section 7 of the Education Act 1996, as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure their full time education through regular attendance at school or otherwise.*

If you require any further clarification regarding school attendance, please read our Attendance Policy which is available on the school's website. **We are here to help and support you and I look forward to meeting you soon.**

Yours sincerely

**Mr B Richter**  
Deputy Headteacher

Enc Registration Certificate