# Sample Letter – Principal to parents/carers advising of intention to meet to develop an Attendance Improvement Plan

<Correspondence Name>

<Correspondence Address>

Dear <Correspondence Name>

I refer to the attendance of <Student Name> at school.

At a recent meeting, <Student First Name>’s pattern of attendance was reviewed and despite the school implementing a number of strategies <Student First Name>’s lack of attendance remains a concern.

Regular attendance at school is essential if <Student First Name> is to achieve his/her educational best, and increase his/her career and life options. School staff remain committed to working in partnership with you to address the issues which are preventing <Student First Name> from full participation at school.

The school would like to meet with you to formulate an Attendance Improvement Plan. This is an opportune time to attempt to resolve your child’s attendance issues and develop a plan that aims to restore your child’s regular attendance at school.

I would like to remind you that The Education Act (1990) requires parents to ensure that children of compulsory school age attend school each day it is open for instruction. If you do not meaningfully engage in the Attendance Improvement Plan, or there is no improvement in <Student First Name>’s attendance during this time, the school may need to pursue further action such as a Secretary’s Compulsory Schooling Conference

It is important that we work together to improve <Student First Name>’s attendance at school. If you wish to discuss this matter further with me please contact the school on the school’s phone number to arrange an appointment.

Yours sincerely

<Principal’s Name>

Principal

<Date>