

\_\_\_\_\_ (date)

Dear Parent,

We are concerned by \_\_\_\_\_'s (pupil's name) frequent absences from school. He / she has missed \_\_\_\_\_ days so far this year.

His / her attendance is \_\_\_\_\_%.

Your child is required by law to attend school. If your child's attendance does not improve the school is obliged to involve the Educational Welfare Officer.

If you would like to contact us please telephone the school for an appointment.

Please return the reply slip below.

Yours sincerely,

\_\_\_\_\_

---

### Reply

I received your letter regarding \_\_\_\_\_'s attendance at school.

Comment:

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Letters for schools to give to parents

1. Attendance causing concern- **language of translation**