**Letter 4: Attendance Procedure – Further Attendance Concerns SCRA**

Dear (*insert parent/carer name*)

**Subject: Attendance**

We have been working together to support (*insert child’s name*) improved attendance in school.

Despite repeated attempts to resolve the situation, we are yet to see any consistent improvement in (*insert child’s forename*)’s attendance.

We are writing to inform you that we have sought additional support from the Scottish Children’s Reporter Administration and have made a referral on (*insert date*).

For more information on the Scottish Children’s Reporter Administration please click on the link [Role of the Reporter - SCRA.](https://www.scra.gov.uk/about-scra/role-of-the-reporter/#:~:text=The%20Reporter%27s%20primary%20function%20is,referred%20to%20a%20Children%27s%20Hearing.)

Should you wish further information or to discuss this further please contact me at the school.

Yours sincerely

(*insert name and designation*)

(*insert school name*)