

Pupils' Attendance Development Plan

Date: [Insert Date]

To: [Parent/Guardian's Name]

From: [School's Name]

Subject: Attendance Development Plan for [Pupil's Name]

Dear [Parent/Guardian's Name],

We are reaching out to discuss the attendance of your child, [Pupil's Name], during the current school year. Consistent attendance is crucial for [his/her] academic success, and we have noticed some patterns that we believe require attention.

Over the past [number] of weeks, [Pupil's Name] has missed [number] days of school, which has impacted [his/her] learning progress. To support [Pupil's Name] in achieving better attendance, we propose the following action plan:

1. Regular Communication: We will have weekly check-ins with you to discuss [Pupil's Name]'s attendance and any challenges faced.
2. Individual Support: [Pupil's Name] will be provided with additional resources or tutoring sessions to catch up on missed work.
3. Goals Setting: Together, we will set achievable attendance goals for [Pupil's Name] for the coming month.

We believe that with the right support and commitment, we can improve [Pupil's Name]'s attendance and overall performance. We would like to schedule a meeting with you to discuss this plan in more detail. Please let us know your available times.

Thank you for your attention to this important matter. We look forward to working together to support [Pupil's Name].

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[Contact Information]