

Letter 4 EAO referral

Dear

As you will be aware from our previous letters, we have concerns with regards to (Name) attendance which is currently ----%, with authorised absences and unauthorised absences. Unfortunately we feel that low attendance due to the many absences now needs to be passed to the Education Welfare Officer, Dee Edwards. A referral to her has been made and she will be contacting you separately.

I would like to remind you that ongoing low attendance can be a contributing factor to low levels of achievement and can impact on later academic success. It is important that low attendance is dealt with as early as possible to prevent your child from developing poor habits of attendance and a negative attitude to school.

In the meantime, please do contact me if you would like to discuss this further or if there is anything I can do to support you in improving your child's attendance.

Yours Sincerely

Head of Year