**Sample letter to school…**

Dear Mr / Mrs / Miss / Ms.​

My son / daughter has missed a great deal of school this term as a result of …….  This has undermined their sense of ease and confidence at school and they are now showing general reluctance to attend. My son / daughter is finding it difficult to identify or communicate what it is that they are finding difficult and need appropriately pitched help to do so.​

I have referenced the EBSA guidance on the Suffolk County Council website and I understand from research that attendance issues are better dealt with as early as possible.

I would like to work with the school to put a reintegration support plan in place as a matter of urgency, with subsequent regular reviews until such times as they are back to full attendance once more.  ​

I would therefore request that a meeting is arranged as soon as possible so that I can share my concerns about my son / daughter and work with you to address them.  ​

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Yours sincerely,