{insert date}

{insert full name of enrolling parents}

{insert address}

Dear {insert full name of enrolling parent/s},

I am writing about {insert child’s full name and DOB} attendance in Prep.

[Delete if a discussion has not occurred] As previously discussed on {insert details of previous interaction and support}, it is expected that {insert child’s first name} will be at school on every school day, for the whole day. At present, {insert child’s first name} is missing too many days.

Prep is considered the first year of school in Queensland, it is very important that {insert child’s first name} does not miss school unless they are unwell or there is another very good reason.

Activities such as shopping, haircuts, visiting family and friends, or tiredness are not acceptable reasons for student absences, even in Prep. You are welcome to talk to {insert child’s first name}’s class teacher, {insert teacher’s first and last names}, or to me if you are unsure when it’s acceptable to keep {insert child’s first name} at home. You can also visit the *Every day counts* website at <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts> for further information.

If you feel that {insert child’s first name} is having problems with Prep or needs some additional support, or you would like some ideas on how to help {insert child’s first name} attend school regularly, I invite you to come and see me. The school is only too willing to work with parents to ensure that all students are learning at school every day.

We look forward to seeing {insert child’s first name} at school more often.

Yours sincerely

{Principal’s name}

Principal