

# Pupil Attendance Confirmation Letter Guidance

Academic Year 2022-2025



## **Requests for a Letter to Confirm Pupil Attendance**

Parents or carers can ask for an official school letter to confirm that their child attends the school whether they have currently or in the past. The information can only be supplied if the information is recorded on our Management Information System (MIS) and the information will be factual only.

In order to write the letter required, we ask parents/carers to provide proof from the company, Local Authority or other organisations that this information is required. The proof of request must be on official headed paper or if by email, it must be sent through the companies email address. We do not accept requests from private/personal email addresses.

The request must include the name of which the letter should be addressed too, as we cannot write a generic letter "To whom it may concern". The request must also confirm a return address of where the reply letter needs to be sent too.

On receipt of the request, please allow the school 10 working days to provide this information in order for the process to be followed and the letter signed by the Headteacher.

These are some of the official organisations that we will respond to:

Job Centre  
HM Revenue  
HMRC Tax  
Home Office  
Solicitors