# Letter of concern

Dear

**Re: Attendance on your programme – 4 week monitoring**

We are concerned about your current levels of attendance and engagement on your Study Programme and have noticed a decline in your attendance / engagement over the last few weeks.

If you have already provided genuine reasons why you are not attending the centre, alternative arrangements for your continued learning will have been made but your progress is reliant on you engaging with all work set and achieving regular deadlines.

We understand that you may have personal circumstances which are making this difficult for you and we will do everything we can to support you but it is essential that you continue to engage and complete all work set to ensure you successfully achieve your programme within planned timescales. **This includes attendance at any Maths or English sessions and / or completion of all work set.**

Your attendance & engagement will now be monitored over the coming weeks up to week ending (INSERT DATE). If you are experiencing difficulties or need some support or advice on anything please contact our Learner Services Team on the number above who will be happy to help you. We really want you to successfully achieve with us and will do everything we can to help so you are able to progress onto your next step.

Yours sincerely

# Name Title