

Dear (First Name)

At Lancaster we monitor attendance on courses in order to help with early identification and support for any issues that may be arising for students.

We note that you have not responded to our previous letter (reference/date).

As I said in my previous letter we are aware that you are having difficulties, but we do need to find a resolution so that we do not put you at risk of failing therefore we are contacting you to ask **you to attend a meeting with the year tutor/course convenor on XXX**

If you are having personal difficulties we can explore different options to support you or refer you on to colleagues to consider a break in your studies or other route.

Please understand that this email is an attempt to reach out to you, and to ensure that we are doing everything we can to support you as a department.

Where possible we are here to assist you, and put you into contact with the relevant support, such as Student Support, your College Advisory Team or Wellbeing Officer, the Counselling Service and LUSU.

We urge you to attend the meeting so that we can work together to resolve this situation.

Best wishes

Copied to: the student's Academic Tutor, the Department's Academic Tutor Co-ordinator, the year tutor/course convenor and the student's College Administrator

More information on attendance check in can be found online
<http://www.lancaster.ac.uk/student-based-services/check-in/>