

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 letters (reference/date) and were again absent from a number of classes / or despite you making contact with us, it is noted that your attendance has not improved.

We are sure you understand, any drop in attendance can be viewed as a cause for concern and could 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 do not reply to this email you may be deemed to be making insufficient academic progress and may be reported to the Standing Academic Committee with a recommendation of exclusion from University.

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/>