

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.

It has been noted that you appear to have been absent from a number of classes and this level of absence is of concern to us. We are sure you understand that any drop in attendance can be viewed as a cause for concern. Therefore we are contacting you to ask for your reasons for absences and to identify any help we can provide.

If you do not contact us then we will assume there is no valid reason for these absences. As a matter of course your attendance will continue to be monitored and we will contact you further if the situation continues.

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 Students' Union.

We urge you to contact us so that we can work together to resolve this situation.

Best wishes

Copied to: the student's Academic Tutor or equivalent departmental role, if joint major – the partner department and the student's College Administrator