Student’s Name / Student ID

Dear or Kia Ora [student’s name]

Date

**Re: Attendance**

**You are an international student currently enrolled in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You will have had conversations with faculty and/or received texts/emails about your poor attendance.

Our records now show that your attendance at required sessions (face to face or online) has not improved since we contacted you or attempted to contact you five days ago, nor have you provided any explanation for your absence. Your success is impacted by attendance, and we would like to work with you to achieve your goals.

An appointment to talk about this has been made with your Programme Leader on:

* (Date/day/time) – please reply (email/text/phone) to confirm if this will be face to face or online.

When you come, please provide the reason for your absence, along with supporting evidence.

If you fail to attend this appointment or make contact with us, and your attendance to date falls below 90%, you may be withdrawn from your studies at Whitecliffe. Your withdrawal from the programme will affect your study visa.

We look forward to hearing from you as your wellbeing is very important to us, and we want to support you to complete your studies.

Ngā mihi/Yours sincerely

Programme Leader

cc. Head of School

cc. Lecturer

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