

Standing Advisory Council on Religious Education

Dear

I am writing on behalf of the ... SACRE as we believe you have missed the last ... meetings. We do hope that all is well with you.

As we are sure you will be aware, SACRE is monitoring attendance of members (in line with its constitution). This is because we wish to ensure that SACRE's deliberations and decisions are informed by involvement from all its constituent bodies and we are also committed to carrying forward our work together as effectively as possible.

Please note that SACRE is happy for members to nominate substitutes who may take their place at any given meeting, provided that their nominating body approves. This may help you if you are unable to attend a session because of other commitments.

If you feel that you are no longer able to attend as a member of SACRE, even with the support of a substitute, please do let us know so that we can approach your sponsoring body and it can then nominate a new member to represent it.

Thank you for all your support for ... SACRE which is very much appreciated.

Yours sincerely,

Copy to Chair of SACRE,
Nominating Body,
(RE Adviser, LA Contact?)

Dear

On (date) I wrote to you on behalf of the ... SACRE regarding your absence from recent SACRE meetings.

Unfortunately, following that letter we did not hear from you and you did not attend a subsequent meeting on (). Therefore your position on SACRE has now become vacant and I will be approaching your sponsoring body for a new member nomination.

Thank you for all your support for the work of ... SACRE.

Yours sincerely,

