Name

Address 1

Address 2

Town

Postcode

Date

Dear

I am writing in respect of **«Students\_Name's»** attendance,who is a registered pupil at **«School\_Name»**

**«Students\_Name»’s current attendance is ­\_\_\_%, this equates to ­\_\_\_\_ days missed from school.**

As the parent/carer of **«Students\_Name's»,** you have a duty under section 7 of the Education Act 1996 to ensure your child receives full-time education suitable for their age, ability, aptitude, and any identified SEND needs they may have. If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the child’s parent may be guilty of an offence under s.444 Education Act 1996.

Attendance is important. Good attendance supports learning, the development of social skills and friendships, as well as building good habits that are essential for adult life.

The school have offered support to you and your family to try and help improve **«Students\_Name»’s** attendance, including:

1. **Telephone calls.** The school contacted you when your child was absent to understand why your child was absent and to offer their support with any issues your child may be having. (Evidence days telephone calls were made)
2. **An Attendance Overview Letter**. The school wrote to you on \_\_\_\_\_\_\_ (date of letter(s), letting you know about **«Students\_Name»’s** attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting**. The school invited you to a meeting on \_\_\_\_\_\_\_\_ (date of meeting) to discuss your child’s unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.
4. **Other support provided** – Support offered and engaged with (evidence support - school to complete i.e. referrals, sign posting
5. **Other Support offered**: Support offered but not accepted, and still available (School to give a further support option)

Unfortunately, despite the support that was offered to your family, **«Students\_Name»’s** attendance remains a cause for concern, which has resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have twenty school days (4 weeks) **from \_\_\_\_\_\_\_\_\_\_\_\_ (date) to \_\_\_\_\_\_\_\_\_\_ (date**) in which to improve your child’s attendance. During this time your child must show significant improvements in attendance. (State here what Improvement you wish to see) . Your child should avoid having any unauthorised absences from school during this period. You are reminded that should your child not be able to attend school because of an illness, such absences should be covered by written evidence (e.g.: Dentist/Hospital/GP appointment).

If **«Students\_Name»’s** attendance does not improve during the notice period we will refer the matter to the local authority who may issue you with a Penalty Notice or consider prosecution. If there is no attempt to improve attendance during the notice period then we may refer this case to the local authority before the end of the notice period.

The amount of the Penalty Notice is set out by Government and is subject to change should the Government direct. The current cost of the Penalty Notice is £160 and, in some cases, an early payment of £80 would be offered should circumstances permit. Details of the cost of the Penalty Notice will be outlined clearly within it.

If you wish to discuss this notice, or discuss what further support is available, please contact us as soon as possible.

Yours sincerely

Signed – Headteacher or staff responsible for attendance

Enc Registration Document