

Example Letter 2

Date

Name and address of parent

Re: Name of pupil Dob: School:

Dear Parent

I am writing to inform you that «forename»'s Attendance is still causing concern. We are very worried that continued poor attendance is affecting «forename»'s progress and we need to meet with you urgently.

You are required to attend a meeting with a member of the Attendance Team to discuss this matter further at the date and time below.

Date:

Time:

Should «forename»'s attendance remain irregular; the Local Authority may be requested to take more formal action. This could result in a Penalty Notice and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**, and a fine of up to **£2500 and/or 3 months in prison**.

Medical evidence is now required for any future absences to be authorised with immediate effect.

We look forward to meeting you to discuss any concerns you may have so we can continue to support our students in making good progress and I hope that you will work with us to improve «forename»'s attendance and therefore avoid the need for legal proceedings to be implemented. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely