

Example Letter 3

Dear xxx

Re: Child Name: xxx DOB: xxx School:

As the Attendance Officer for xxx, it has been brought to my attention that xxx has been absent from school for xxx sessions this school year/over the previous xxx weeks. I enclose a record of XXX's attendance.

As parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually.

With effect from September 2015 schools have been advised by the government's Department for Education (DfE) that the Persistent Absence (PA) threshold will be reduced to 10%. Until this date it has been 15%.

This means that if a child/young person has an overall attendance of 90% or less over a given period, they will be classified as a persistent absentee pupil.

I am therefore writing to inform you that if attendance fails to improve during the next **(4)** weeks, the case may be referred to Cambridgeshire County Council for a Penalty Notice fine to be issued.

Yours sincerely