**School Logo / Headed Paper**

* **Must be sent to both parent / carers / those with parental responsibility, separately by first class mail**
* **Ensure full address is on the letter**

Full Name – Title, Full Forename, Surname

Address

Address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**RE: School Attendance**

Child’s full forename and surname DOB: Insert Child’s DOB

We were disappointed that you did not attend the meeting arranged on the Date to discuss Forename’s attendance. This was your opportunity to raise and discuss any concerns in relation to his / her attendance. Forename’s attendance is important to us, and we want the best for all our pupils. Please find enclosed the notes and actions agreed in your absence.

In order to encourage better attendance, the school may request that future illness related absence be supported by medical evidence. Failure to provide the school with acceptable medical evidence when requested will result in his / her absence being recorded as unauthorised. Repeated and / or frequent unauthorised absence is not acceptable.

In your absence, it was also decided that we would be issuing you with a Legal Action Warning Letter in relation to Forename’s attendance. We hope that you will take the necessary steps and we will see a significant improvement in his / her attendance, and that further action will not be needed. However, should Forename have any further unauthorised absence, the school may make a referral to the Local Authority for Irregular School Attendance.

Additionally, we would like to remind you that parents / carers have a responsibility to ensure their children receive efficient, full-time education under section 7 of the 1996 Education Act and may be liable to prosecution by the Local Authority in the Magistrates Court under section 444 of the 1996 Education Act for failing to ensure regular school attendance.

We would like to reiterate we have your child’s best interests at heart and if you would like to discuss the matter further please do not hesitate to contact us.

Yours sincerely, **- NOTE TO SCHOOLS – Schools are still expected to continue to work with families to improve attendance.**

Forename and Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

**CC**: Title, first name, surname of other parent / carer, then send separate copy, first class addressed to this parent / carer making sure to amend the addressee, address, CC details etc.