

Mr, Mrs, Miss, Ms
Address
Town
Postcode

Date

Dear Mr Smith (one parent per letter),

School Attendance - Notice to Improve
(Please read this letter carefully)

Re: (pupil's full name) (one pupil per letter) at School Name

Overall Attendance%	Unauthorised Sessions (2 sessions per day)
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School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend school every day on time.

It is the duty of all parents; under the provisions of section 7 of the Education Act 1996, to ensure that their children attend school regularly, regular attendance also meaning punctual attendance.

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. This notice is sent to you as the parent/carer of [CHILD'S NAME]

The school has offered support to you and your family to try and help improve [CHILD'S NAME]'s attendance, including:

- Telephone calls.** We contacted you every day your child was absent to understand why your child was absent and to offer support with any issues your child may be having.
- Letters/Emails** We wrote to you on [INSERT DATES] letting you know about [CHILD'S NAME]'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
- Attendance Support Meeting Invitations.** We invited you to meetings on [INSERT DATES] 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. Bespoke support for identified barriers to regular attendance. *Please include a summary of support you have put in place/signposted to, to support the pupil and their family to overcome identified barriers to regular attendance.*

Unfortunately, despite the support that has been offered, attendance remains a cause for concern. Between [START DATE] and [END DATE], [CHILD'S NAME] has failed to attend regularly at [INSERT SCHOOL NAME] which has resulted in 10 sessions (half days) or more of unauthorised absence. Please see the attached registration certificate for details. We are very concerned that this amount of absence will have a negative impact on [CHILDS NAME] learning and wider development.

You now have six school weeks in which to improve your child's attendance. This means that between [ENTER DATE OF LETTER] and [DATE IN 6 WEEKS], your child must show significant improvements in attendance and have **no unauthorised absences** from school during this period. If there are any unauthorised absences during this time, we will need to refer this to the Local Authority and **a penalty notice may be issued as soon as an unauthorised absence is recorded.** A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. More information regarding the national framework for penalty notices and possible legal intervention can be found in our school attendance policy.

We still want to work with you to help [CHILD'S NAME] to attend school regularly. Please contact [INSERT STAFF MEMBER NAME AND CONTACT INFORMATION] to make an appointment or arrange a phone call to discuss this notice and what further support is available.

Your sincerely

(Name of SLT staff)

(SLT staff title)