1. **Attendance Warning Letter**

**School Logo / Headed Paper**

* **Must be sent to both parent / carers / those with parental responsibility, separately by post in a timely manner**
* **Ensure full address is on the letter**
* **Send copy of registration certificate with letter**
* **Please note that we would expect every school to adapt these letters in line with their own attendance policy or to take into account the particular circumstances of each pupil (The warning letter will be the first stage of the legal process so it is important that the words in italics are retains and the wording is accurate.)**

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 full date of birth**

We are writing in connection with Child’s forename’s attendance. Regular attendance is extremely important as missing school can sessionhave an impact on learning, and as I am sure you are aware it is a legal requirement. Child’s forename has had number of sessions absence in total with Number being unauthorised*.* Their attendance is Insert percentage%, and they have lost Number of hours learning. This is below what our school, the government and Herefordshire Council considers to be a level of attendance recommended for children to achieve their educational potential and therefore a concern.

We acknowledge that Child’s forename’s was absent (dates from and to) and are aware of the reason **OR** Child’s forename’s was absent (dates from and to), and we were unable to contact you to ascertain the reason. This absence is therefore unauthorised. Please find enclosed a copy of their attendance record. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place. If there are any other particular circumstances that the school may not be aware of which is having an influence on Child’s forename attending school regularly please do not hesitate to contact me.

(Include and amend according to your school policy) We are writing to inform you that we will be monitoring their attendance for the next 3 weeks and look forward to seeing an improvement. Should there be any further unauthorised absences I will invite you to a school attendance meeting where we will discuss together any concerns and establish if there is any support that can be put in place.

I would like to remind you that parents / carers have a legal responsibility to ensure their children receive efficient, full-time education. *As per the definition in section 576 of the Education Act 1996 it is your responsibility to ensure Child’s forename**attends school regularly and on time. Should Child’s forename**continue to accumulate further sessions of unauthorised absence then we will consider referring you to Herefordshire Council who may issue a penalty notice or initiate legal proceedings against you under the Education Act 1996 (Section 444).* Please be aware that pupils arriving to school after the official close of registers will be marked as ‘unauthorised absent’ unless there are legitimate reasons for your child’s late arrival.

**Every day in school counts towards** Child’s forename **future, and I thank you in advance for supporting name of school in ensuring excellent school attendance.** If you do have any concerns, or wish to discuss this letter further, please do not hesitate to contact the school to arrange a meeting.

Yours sincerely,

Full Forename, Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

**CC: Title, full forename, surname of other parents / carers / those with parental responsibility – then send separate copies (if at different address), post to these,** making sure to amend the addressee, address, CC details etc.