**2A. Enforcement Letter - Parent did not attend Attendance Panel Meeting**

**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.)**
* **Parents/Carers MUST be given at least 7 days’ notice from date of sending**

Title, full forename name and surname

Full address

Full 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 DOB**

I am sorry you were unable to attend the Attendance Panel Meeting. However, the importance of this meeting cannot be stressed enough as Child’s name school attendance continues to be a concern. I enclose a copy of his/her registration certificate, which shows that Child’s forename’s has attended attendance number of sessions out of a possible sessions available sessions at school; unauthorised sessions of which are classed as unauthorised absence.

The decision has therefore been taken to continue to monitor your child’s attendance until date of review. Please see notes from meeting detailing support being offered. At review point your child’s attendance will be reviewed, and if they are still causing a concern, a decision will be made as to what further action will be taken.

The school may continue to unauthorise future absences unless medical evidence is provided. Medical evidence may include appointment cards, copies of prescriptions, letters from specialists etc.

I continue to be available to you to offer support regarding Child’s forename’s school attendance, therefore please do not hesitate to contact me to discuss the situation further.

**Finally, I must remind you that the Education Act 1996 states that it is the responsibility of the parent/carer to ensure that their child regularly attends the school at which they are on roll. A failure to do this could result in legal action being taken by Herefordshire Council.**

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.