2a. 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: Child’s full date of birth**

We are writing in connection with Child’s forename’s attendance. We wrote to you on date stating our concerns about their attendance. Regular attendance is extremely important as missing school can have an impact on learning.

Child’s name’s attendance currently stands at Number% meaning they have missed number days/number lessons so far this school year. Number of these absences are due to lateness/unauthorised. 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 is a concern.

We acknowledge that child’s forename’s was absent dates from and to and are aware of the reason **OR** and we were unable to contact you to ascertain the reason. We have noticed that include any trends or patterns in absences. Where no reason for the absences is given or as a school we are not satisfied that the reason given justifies being off school the absences are coded as unauthorised. Please find enclosed a copy of their registration certificate where you can see the unauthorised absences. If there are any other particular circumstances that the school may not be aware of which are 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 additional support that can be put in place. If you do not attend this meeting it will be held in your absence and the notes will be sent to you.

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 name**attends school regularly and on time. Should child’s name**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.