4a. Referral letter following notice to improve or 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**
* **Parents/Carers MUST be given at least 7 days’ notice from date of sending**
* **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 part 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**

Despite previous attempts to improve Child’s forename’s poor attendance I remain concerned at the level of unauthorised absence. I enclose a copy of Child’s forename’s registration certificate, showing that since the date of warning/notice to improve letter, he/she has had number sessions (please note this must be at least 10 sessions) of unauthorised absence.

A notice to improve/warning letter was sent to you on date of letter regarding the concerns we had for Child’s forename’s level of school attendance. You were informed that should Child’s forename continue to accumulate unauthorised absences you would be referred to Herefordshire Council. The level of Child’s forename’s unauthorised absence is such that we are now referring the matter to Herefordshire Council who may consider taking legal action against you under the Education Act 1996 (section 444).

The Local Authority will be in contact with you shortly, and in the meantime I would urge you to ensure your child attends school regularly. If you are experiencing any difficulties or you do not understand aspects of this letter, please contact me on the above telephone number.

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.