**School Attendance Notice to Improve**

*(Please read this letter carefully)*

**School Logo / Headed Paper**

* **This communication should be posted, please ensure the full address section is completed as per the below, and send to each parent/carer via first class royal mail post.**

Dear Parent/carer

**Child’s Forename, Child’s Surname, Date of Birth, Year group**

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 on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly the child’s parent/carer may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444 1/1A of the Education Act 1996, the child’s parent/carer may be guilty of an offence. (remove if not relevant)

You, **«FORENAME» «SURNAME»** are a parent/carer of **«Students\_Name»**, (called in this notice “the pupil”) who is a registered pupil at **«School\_Name»**.

The school have offered support to you and your family to try and help improve «Students\_Name»’s attendance, including:

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter**. The school wrote to you, letting you know about «Students\_Name»’s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting Invite**. The school invited you to a meeting 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. **Devising an Attendance Contract** designed to support you to ensure that «Students\_Name»’s attendance improved and to prevent further unauthorised absences from being recorded.
5. **Referrals to the following support services**:
   1. INSERT NAMES OF SUPPORT SERVICES TO WHICH REFERRALS HAVE BEEN MADE

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between **«WARNING\_START\_DATE»** and **«WARNING\_END\_DATE» (10 school weeks in line with national framework)** the pupil failed to attend regularly at **«School\_Name»**, which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

**You now have thirty school days (6 weeks)(should be between 3 and 6 weeks in line with national framework) in which to improve your child’s attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see improvement and further unexplained unauthorised absences take place during this period, a Penalty Notice may be issued. A penalty notice is charged at £160 if paid within 28 days. There may be the opportunity to pay a reduced amount of £80 if paid within 21 days, for a first offense.**

**NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.**

**Please note that, if you have received previous penalty notices in relation to the unauthorised absence patterns of a child for whom you hold parental responsibility/day-to-day care and responsibility or you have previously been prosecuted under section 444 1/1A Education Act 1996, you may not be eligible for further penalty notices and your case may automatically proceed to prosecution.**

More information regarding this notice can be found in the attached leaflet, PCC Penalty Notices regarding school absence - Guidance for parents/carers. If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible:

Contact Name

**Name of Team/Service**

Address

Telephone:

Yours sincerely

(Name)

(Job Title)

(School Name)

Send a copy to your LA Attendance Lead