**A6 Letter – Notification of PN**

**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 via first class royal mail post.**

Parent/Carer Full Names

Address

Date

Dear

Re: Pupil Name Date of Birth: Year Group

Further to our Notice to Improve Letter dated <Insert Date> that was hand posted to you I am writing to advise you that the above-named child has had a further XX unauthorised absences.

This means that they have been noted as having XX unauthorised absences from school during the period from \*\*\*(**SEE SCHOOL NOTE BELOW**) XX/XX/XXXX to XX/XX/XXXX (see attached attendance certificate) and therefore <SCHOOL NAME> will be forwarding a request to the Local Authority for the issue of a Penalty Notice.

**Penalty Notices may be issued by the Local Authority at £160 per parent, per child if paid within 28 days, reducing to £80 per parent, per child if paid within 21 days, for a first offence.**

**Failure to pay the Penalty Notice within the timescales may result in prosecution for the offence of failing to ensure your child’s regular attendance at school.**

**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.**

Yours sincerely

***Forename and Surname***

***Position Held***

Copies to: Attendance Officer

\*\*\* Period should be 1st day of absence and the date of this warning letter or 30th day of monitoring period whichever is the earliest (delete before sending)