

### Stage 3 Letter Template

[Name of Parent/Carer]

[Date]

Dear [Name of Parent/Carer]

Regarding the attendance of [Pupil(s) name]

We are writing to you with our continuing concerns about [Pupil(s) name]'s attendance at school. Since the beginning of the academic year, [Pupil(s) name]'s attendance has fallen to [Year to Date percentage] % and this is significantly below the government recommendation of 96%.

[Pupil(s) name] has missed [Number of sessions] school sessions (one day is two sessions) due to \_\_\_\_\_ ( add reasons) and now every effort but be made to ensure [Pupil(s) name] is in school.

Please be advised that any future *planned* absences for medical appointments will continue to be unauthorised unless supported by evidence e.g., appointment card/ letter/ text/ email. Without this proof we are unable to authorise absences.

I must inform you that under Section 444 of the Education Act 1996, a person is guilty of an offence for failing to secure regular school attendance of their child, if their child is of compulsory school age and is a registered pupil at a school. Legal action against you may result in either:

- A Penalty Notice with a potential fine of up to £120 fine per child.
- Prosecution under Section 444 (1) of the Education Act 1996 where, if convicted, you may be fined up to £1,000.
- Prosecution under Section 444 (1A) of the Education Act 1996 where, if convicted, you may be fined up to £2,500 and/or imprisonment.

Please see the link for further information. [West Northamptonshire Council Penalty Notice](#)

We have been monitoring [insert name]'s attendance closely and as we have seen no improvement, we will now be putting a attendance plan in place and invite you to a face to face meeting to discuss this. Our Family Support Workers may be able offer support through an Early Help Assessment which will be discussed at the meeting. Please contact the school to arrange an appointment.

Should [Pupil(s) name]'s attendance not significantly improve during this time, then a referral will be made to EIPT for consideration.

Yours sincerely

School attendance Team

\* Mail merge fields highlight in red.