



«addressee»  
«address\_block»

«date\_of\_printing»

Dear «salutation»

### School Attendance Concern Letter for «forename» «surname»

We are writing to inform you that «forename»'s attendance is still causing concern. As of the «date\_of\_printing», «forename»'s overall attendance has dropped further to «percentage\_attendance»% and is significantly below the current expected level of attendance which is 95% or better. We enclose a further copy of «forename»'s attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised. Therefore, as «forename»'s attendance has not improved since our last letter we need to discuss this with you urgently, at a time and date to be mutually arranged.

We will be monitoring «forename»'s attendance closely over the next few weeks and should «forename»'s attendance remain irregular; we may have to refer this matter to the Local Authority who could consider more formal action. This may result in a Penalty Notice Fine and/or prosecution through the Magistrates court for failing to ensure the regular school attendance of your child under **Section 444 of the Education Act 1996**, and a fine of up to **£2500 and/or 3 months in prison**.

Absence due to self-limiting illness can be authorised in the first instance. Where a student is frequently absent for medical reasons, including repeated self-limiting illnesses we may request medical evidence. Types of evidence that may be requested include copies of prescriptions or medical appointment cards where appropriate.

We look forward to meeting you to discuss any concerns you may have so that we can continue to support «forename»'s ongoing progress. We hope that you will work with us to improve «forename»'s attendance so that we can avoid the need for legal proceedings to be initiated. If you have any queries please do not hesitate to contact us.

Yours sincerely

**Heads of House**

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