**Example Letter 2(unathorised)**

Date

Name and address of parent

Dear Parent

Re: **Name:** xxx **Dob:** xxx **School:** xxx

I am writing to advise you that «forename»’s school attendance is causing concern as it has fallen to «percentage\_attendance»% and as a result we are becoming concerned that «forename» is missing a significant part of learning. I have enclosed a copy of «forename»’s attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

I will continue to monitor «forename»’s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

Yours sincerely

Attendance Lead

Enc Record of attendance

School Attendance Docs

