

EXAMPLES OF WARNING LETTERS FOR PARENTS/CARERS

Please note that we would expect every school to adapt these letters in line with their own attendance policy or to take into account the particular circumstances of each pupil. Schools should note paragraph 220 of *Working Together to Improve Attendance*, which states:-

“In the majority of cases a parent’s notification that their child is ill can be accepted without question or concern. Schools should not routinely request that parents provide medical evidence to support illness. Schools are advised not to request medical evidence unnecessarily as it places additional pressure on health professionals, their staff and their appointments system particularly if the illness is one that does not require treatment by a health professional. Only where the school has a genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence”.

FIRST CONTACT LETTER TO PARENT/CARER

Name
Address line 1
Address line 2
Address line 3
Postcode

Date

Dear

Student: Name of student

DOB:

As part of our ongoing monitoring of all students, we have noticed that XXXX's attendance currently stands at XX%. XX of these absences are due to illness/lateness/unauthorised. I have enclosed a copy of the current attendance for your information.

We have high expectations at SCHOOL NAME and as a consequence, we continually strive to raise attendance levels in order to maximise the educational achievements of all our pupils. There is a great deal of current research available which clearly shows that even quite low levels of absence have a negative impact on achievement and attainment. Our attendance target for all pupils is XX%

We appreciate that every situation is different and there may be specific issues which are making it difficult for your child to attend school.

If you would like to discuss your child's attendance, please do not hesitate to contact me on the number below and I would be more than happy to discuss your concerns. We will be monitoring XXX's attendance and hope to see an improvement in the future.

Yours sincerely

LETTER 1

Name
Address line 1
Address line 2
Address line 3
Postcode

Date

Dear

Student: Name of student

DOB:

Following a recent attendance review, we have noticed that’s attendance currently stands at% which has fallen below the school attendance target of ??%. NUMBER of these absences are unauthorised / NUMBER OF these absences are for illness/medical appointments.

There is a strong link between school attendance and attainment and SCHOOL NAME are continually striving to raise standards. Therefore, PUPIL NAME is at risk of not achieving HIS/HER full potential unless attendance improves.

In view of these concerns, please can you telephone me on TEL to make an appointment to discuss ways that we can work together to improve NAME’s attendance and offer any support or advice you may require.

Parents and carers are responsible by law for ensuring that their children attend school on a regular basis and are not absent without good reason.’s attendance will now be monitored and we hope to see a significant improvement. If there is no improvement within the next few weeks and we do not hear further from you, we will have no alternative but to refer this matter to the Attendance Team at the Local Authority, who may need to consider legal intervention. This could result in a fine being imposed or prosecution via the Magistrates Court under s444 ss 1 of the Education Act 1996

We look forward to hearing from you as a matter of urgency.

Yours sincerely

LETTER 2

Name
Address line 1
Address line 2
Address line 3
Postcode

Date

Dear

Student: Name of student
FINAL WARNING NOTICE

Further to our recent visit/meeting/letter I am disappointed that’s attendance has not improved and is still a cause for concern. Attendance currently stands at XX? NUMBER of these absences are unauthorised / NUMBER OF these absences are for illness/medical appointments.

Please be advised that due to the high level of unauthorised absences no further absences will be authorised without medical evidence. This can be a letter from the GP/Hospital, prescription or a signed appointment card.

I am writing to advise you that if there are any further unauthorised absences, the case will be passed onto the Attendance Team at the Local Authority for legal intervention to be considered and you will be at risk of a fine and/or prosecution under **S444 (1) Education Act 1996**.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full-time education either by regular attendance at school or education otherwise.

Section 444 (1)(a) of the same Act states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at that school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned.

Poor attendance is taken very seriously at School and research shows a clear link between absence and poor progress in schools and colleges.

If you would like to discuss the contents of this letter, please contact me on..... and I can arrange a meeting with you.

Yours sincerely

LETTER – Term Time Holiday/ Leave of absence

Date

Dear

Formal warning in relation to unauthorised leave of absence

Student: Name of student

DOB:

I am writing in response to your letter/e-mail/telephone call requesting permission for to be absent from school on DATES.

OR if no request is received I am writing in response to’s unauthorised absence from school on DATES which we have reason to believe is due to a holiday during term time.

Government guidelines which came into effect on 1st September 2013, prevent Headteachers from granting any leave of absence during term time unless there are exceptional circumstances. **IF request received add the following**..... Your application has been considered by our Headteacher, but has unfortunately not been approved in this instance, as the circumstances are not seen as exceptional.

As a result, I must inform you that Leicestershire County Council will be advised of this matter and will be requested to issue a Penalty Notice in line with their Code of Conduct.

Fines are issued per parent per child at £120 each (discounted to £60 if paid within 21 days). Failure to pay within 28 days of the fines being issued may result in parents facing legal action under Section 444 of the Education Act 1996. All payments are made directly to Leicestershire County Council.

Yours sincerely