

## **SAMPLE LETTER: For persistent absence/lateness**

Dear

### **FIXED PENALTY FORMAL WARNING**

**NAME OF CHILD/YOUNG PERSON:**

**DATE OF BIRTH:**

**PUPIL REGISTERED AT:**

This letter is a **Fixed Penalty Formal Warning** and is being sent to you because your child has an unacceptable level of unauthorised absence.

During the period (date) to (date) ,(child's name) was absent/lateness on (number of) sessions out of (number) possible half-day sessions of which (number) were unauthorised \* and ( in addition she/he was late on (number) occasions. ) \*delete as appropriate

(child's name) 's attendance will be reviewed from the date of this warning, with the expectation that his/her attendance increases to 100%. Failure to comply may result in a Fixed Penalty being issued.

In order for us to consider any absence due to medical conditions, you should consider obtaining a Med 3 note from your GP each time (child's name) absent and forward this to the school.

Requesting the Local Authority to issue a Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Should you wish to discuss this matter further or to access appropriate support, please contact the school on the above contact details.

Yours sincerely