# ASL ELIT

School Logo

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»**

I’m writing to you to express concern about **«ChildFirstName»** attendance in school.

Unfortunately, despite our best efforts to support you, including inviting you to a school attendance review meeting, it appears that **«s/he»** still has unauthorised absence from school.

We have been advised to notify the local authority of our concerns. Therefore, someone from the Education Legal Intervention Team will be in contact with you shortly. I would urge you to use the opportunity to discuss your concerns with the officer in order to resolve matters without the need for legal action to be instigated, and to ensure your child has no further unauthorised absence.

 Section 444 of the Education Act 1996 states that: *‘If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence’.*

In the meantime, I look forward to seeing **«ChildFirstName»** in school more regularly from now on.

I hope this is helpful to you.

Yours sincerely,

«Name»

Head teacher