

PF3

Ref:

insert date

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

## **‘Support First’**

*Dear «ParentTitle» «ParentLastName»*

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

Thank you for coming to the Formal Attendance Meeting on «Date» regarding the poor attendance of «ChildFirstName» at «SchoolName». I was really pleased that you were able to attend. Unfortunately, though you attended the meeting, as you declined to sign the attendance contract, we are not able to continue with that option.

**Please note that at this stage, there must be no further unauthorised absence if legal action is to be avoided.**

This means you are now advised to:

- ensure «ChildFirstName» attends school every day it is open, on time, **escorting them into school if necessary and handing them over to a member of staff**. You have also been made aware that your child will get an unauthorised absence mark if they arrive after registration closes.
- contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.
- take your child to the doctor if unwell and provide the school with a:
  - Medical appointment card with one appointment entered
  - Letter from a professional such as a hospital Consultant or Psychologist
  - Evidence of a consultation with NHS 111
  - Medication prescribed by a GP
  - Copy of prescription
  - Print screen of medical notes
  - Letters concerning hospital appointments
  - Slip with date, pupil's name and surgery stamp, signed by Receptionist
  - Screen shot from the NHS app of the any contact with the GP regarding the child's health

As «ChildFirstName» attendance is of serious concern, telephone calls and handwritten notes from a parent/carers are not acceptable as medical evidence. I must inform you that the Head Teacher will not authorise medical absence without the relevant evidence.

I will continue to monitor «*ChildFirstName*»'s attendance. **If there is any further unauthorised absence we may have no other option but to submit a referral to the local authority which may result in you being prosecuted at court and/or a penalty notice being issued.**

Please contact me if «*ChildFirstName*» is experiencing any difficulties preventing their attendance, including if you would like to access an Early Help assessment if declined previously. If an Early Help assessment is not appropriate as you are working with a social worker, family support worker or early help worker, please discuss the difficulties you are experiencing with your allocated worker and they may be able to offer you some additional support.

If you call and I am not available, please leave a message and contact telephone number and I will call you back as soon as possible.

Yours sincerely,

«School\_Representative»  
Job Title