

PF2

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»

I was sorry to note that you did not attend the Formal Attendance Meeting, which was to take place on «Date of first FAM» at «SchoolName». **\*The meeting was rescheduled to «Date of rearranged FAM» but unfortunately you did not attend that meeting either (\*delete if the parent informed you that they were refusing to attend the first FAM so it was not rearranged).** This means we were not able to complete a signed attendance contract together which is unfortunate as the school may have been able to provide further advice and support.

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

You are now advised to:

- ensure your child 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 your child's attendance is of serious concern, telephone calls and handwritten notes from a parent/carers are no longer 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, I would urge you to 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 try to call you back as soon as possible.

Yours sincerely,

«School\_Representative»  
Job Title