# Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

# «City»

«PostCode»

**Fast-track to Attendance**

**Formal Warning Notice**

**PLEASE DO NOT IGNORE THIS LETTER. TAKE IMMEDIATE ACTION**

Dear «ParentTitle» «ParentLastName»

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

**Yr «YearGroup» at «SchoolName»**

Your child/ren, «ChildFirstName» has/have been identified as having poor attendance at «SchoolName».

To assist you, the school have tried to engage with you to offer additional support such as Early Help; have invited you to attend a formal School Attendance Review Meeting; and have provided you with advice to improve your child’s attendance.

Despite this, there is now a significant amount of 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’.*

**This is a formal warning notice advising you that the Local Authority may consider issuing a penalty notice/taking legal action against you should there be any further unauthorised absence.**

Toavoid this you **must** prevent any further unauthorised absence. You are required to provide medical evidence in order for the school to authorise any illness absences. Details of the medical evidence required is included on the attached leaflet.

I would strongly advise that you read the attached leaflet which will provide further guidance on getting your child to school and advice as to your legal responsibilities. In addition, you can also find help and support here:

[From Birmingham with Love](https://www.birmingham.gov.uk/love)

Most attendance problems can be sorted out by parents working together with the school. **If your child/ren/family is/are experiencing difficulties that are affecting school attendance, please contact the school immediately and ask for an early help assessment.**

Yours sincerely,

«School\_Representative»

Job Title