**Attendance – third letter template**

**(Please note this letter must be either posted out to both parents, or given in person and not be given to the child to pass on)**

**Child's name and DOB**

**RE: Attendance BELOW 90%**

**Dear Mr and Mrs**

As stated in our previous letters, **(child's name)** attendance has not improved and we therefore have no other option but to refer this matter to the School Attendance Support Team at Hillingdon Council.

**Our records show that (Child's name) current attendance is \*\*%.**

Any absences will now be recorded as unauthorised until we receive medical evidence.

You may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £120 per parent per child payable within 28 days. If paid within 21 days it is reduced to £60 per parent per child. If the fine is not paid by the 28th day you may be summoned to court.

Please contact me if you have any questions.

Yours Sincerely

Head Teacher