**\*\* 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 (PLEASE DELETE) \*\***

Parent(s)/carers name

1st Line of address

2nd line of address

ABC 2DE

Date: <insert>

Dear <insert>

**Name of Child:**  <insert> **D.O.B:** <insert>

**Registered pupil at:** <insert> **Current Attendance:** <insert>

At the attendance contract meeting held on <insert> an agreement was signed stating that your childshould attend school regularly, punctually and every day that the school is open and available. The agreement took into consideration your views and those of your child, where appropriate.

Your child’s attendance and punctuality has been reviewed and I am pleased to see that it has improved. The matter will not be progressed from here if improvement is maintained.

I will continue to monitor your child’s attendance and should it again become a cause for concern, contact will be made.

Please be aware that should your child’s attendance decline and there are unauthorised absences, it may result in the school referring the matter to the Attendance Support Team at Hillingdon Council for legal intervention. Please be aware further action from the school will mean you may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80. If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider appropriate legal interventions.

Should you need further information or assistance, please do not hesitate to contact me.

Yours sincerely

Attendance Lead

Cc: Headteacher