**\*\* 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>

**RE: Formal Support - Attendance Contract failure to comply**

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

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

Following the Attendance Contract meeting on the <insert>, we are disappointed that there has been no significant improvement in your child’s attendance.

I attempted to contact you on <insert> to discuss reasons your child has been unable to comply with the actions agreed in the contract, without success.

As there has been no improvement and you and your child have failed to fulfil the agreed actions, we will now have to consider terminating the Attendance Contract and consider legal intervention.

It is important children attend school regularly and on time every day that the school is open and available for attendance. Here at <insert>, our priority is to ensure our pupils reach their full potential which can only be done when pupils attend school regularly.

I would like to offer you the opportunity to contact us to discuss any barriers to complying with the attendance contract within five days of the date of this letter. Failure to do so will result in the contract being terminated and further action being necessary.

Please be aware further action will mean the school has no alternative but to refer this matter onto the School Attendance Support Team at Hillingdon Council.

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

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

Attendance Lead

Cc: Head Teacher