**\*\* 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>

**NOTICE TO IMPROVE: FINAL WARNING NOTICE**

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

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

Further to our recent <visit/meeting/letter/agreement>, I am concerned that your child’s attendance has not improved and is still a cause for concern. Your child’s attendance currently stands at <insert>. <insert> of these absences are unauthorised / <insert> these absences are for illness/medical appointments.

To date, the schoolhas offered you the following support to improve your child’s attendance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUPPORT OFFERED**  | **DATE AGREED**  | **DATE REVIEWED** | **UNAUTHORISED ABSENCE AT DATE OF SUPPORT** | **UNAUTHORISED ABSENCE AT REVIEW OF SUPPORT** |
| *e.g informal meeting with form tutor*  | *01.10.14* | *22.10.24* | *6 sessions*  | *10 sessions*  |
|  |  |  |  |  |
|  |  |  |  |  |

Failure to improve attendance will result in a consultation with the Attendance Support Team if there are any further unauthorised absences during the review period of <*day after letter sent – date in three weeks' time>*. The case will be referred on to the Attendance Support Team at Hillingdon Council for legal intervention to be considered and you may be at risk of prosecution under **S444 (1) Education Act 1996**. If the unauthorised absence fails to improve during the review period, a penalty notice may be issued before the review period is completed.

Improvement in your child’s case would need to consist of …………. (*here detail if it is improved attendance on a specific day that is required, general overall improvement in attendance, unauthorised lates or dentist appointments every Friday, on time for registration, no unauthorised absences, appointments outside of school etc.)*

**Section 7 of the Education Act** 1996 places upon parents a duty to ensure their child receives suitable efficient full-time education either by regular attendance at school or education otherwise.

**Section 444 (1)(A)** of the same Act states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at that school, the parent of the child shall be guilty of an offence against that Section. Hillingdon Council may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned.

Poor attendance is taken very seriously at our school and research shows a clear link between absence and poor progress in schools and colleges and future life opportunities.

If you would like to discuss the contents of this letter, please contact me on <insert> and I can arrange a meeting with you.

Yours sincerely

Headteacher