**Attendance – second 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 between 92% to 90%**

**Dear Mr and Mrs**

Following my previous letter sent on **(enter date)**, we are disappointed that there has been no significant improvement in **(Child’s name)** attendance.

**Our records show that your child’s current attendance is \*\*%.**

It is important that children attend school regularly and on time. Here at **(enter school name)**, our best interests are to ensure our pupils reach their full potential which can only be done when pupils attend school regularly. Once again, we are giving you the opportunity to discuss any issues you may be facing with getting your child(ren)into school. We would like to understand the challenges that are preventing (child’s name) attending school full time and would like to support you to affect a sustained improvement.

**We are offering a meeting with our Senior Attendance Champion or delegated staff member on (enter date and time). Please get in contact with us if you cannot attend to arrange a more mutually convenient time.**

**Please note, you may be asked for medical evidence for future absences in order that they can be authorised.**

Please be aware that if this continues then we will have no other option but to pass this matter on to 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.

Please contact me if you have any questions.

Yours Sincerely

Head Teacher