**Notice To Improve Letter for Non Attendance**

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend school on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly the child’s parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child’s parent may be guilty of an offence.

You, **«FORENAME» «SURNAME»** are a parent/carer of **«Students\_Name»**, (called in this notice “the pupil”) who is a registered pupil at **«School\_Name»**.

The school have offered support to you and your family to try and help improve «Students\_Name»’s attendance, including:

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter**. The school wrote to you, letting you know about «Students\_Name»’s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting.** The school invited you to a meeting to discuss your child’s unauthorised absences and to offer support to ensure that their attendance improved. At the meeting you were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered as follows:
4. *Please add/delete as necessary (these are examples of some of the reasonable adjustments/support school may have offered/provided, these will vary by school and individual circumstances*

Change of tutor group

Time out card

‘RAG’ rated timetable

Mentor

Short term reduced hours provision

Outreach – please specify details

College placement – please specify details

Family support worker – e.g. through Family Help or direct by the school

Learning Support

Managed move

Signposting to other services – please specify details

Uniform adjustments/additional aids or equipment – please specify details

Lunchtime/break support

‘Safe space’ in school

Buddy/mentor

Bespoke exam arrangements – please specify details

Catch up lessons

Support is still available as well as the option to access previously provided support, please contact……………….

**OR**

**An Attendance Support Meeting Invite**. The school invited you to a meeting to discuss your child’s unauthorised absences and to offer support to ensure their attendance improved. You were notified of the consequences should your child continue to have unauthorised absences but you declined the meeting.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between **«WARNING\_START\_DATE»** and **«WARNING\_END\_DATE»** (MUST BE 10 WEEK PERIOD) the pupil failed to attend regularly at **«School\_Name»**, which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have fifteen school days (3 weeks) in which to improve your child’s attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A Penalty Notice is charged at £160 if paid within 28 days of deemed service (the second working day following posting). There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days of deemed service of the Penalty Notice.

**NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.**

More information regarding this notice can be found in the attached document – advice and information to parent(s)/carer(s). If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible.