[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

**Initial Fast Track to Attendance Panel Meeting re;** name of childdate of birth

I am sorry that you did not attend the second offered Fast Track to Attendance meeting, arranged to discuss name of child’s attendance.

In failing to meet your legal responsibilities in this matter, you are now served a **FINAL NOTICE** that Norfolk County Council is about to begin legal proceedings against you.

We still wish to work with you to try and resolve name of child’s poor attendance and encourage you to contact me if there is anything we can reasonably do to help.

## Yours sincerely,

Member of school staff