[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear [PARENTS NAME],

At [INSERT NAME OF SCHOOL], we want to work closely with families to ensure that all our pupils receive the most from their education and reach their full potential. We are writing to remind you that under The Education Act 1996, parents/carers are required to ensure that their children receive an efficient full-time education. The Government remains clear that no child should miss school unless there are exceptional circumstances, and schools must continue to take steps to reduce absence to support children’s attainment. The law also says that parents/carers whose children are absent from school without good reason are committing an offence.

At the start of each academic year, we issue information to parents/carers called [*NCC Penalty Notices regarding school absence – Guidance for parents*](https://www.schools.norfolk.gov.uk/article/60784/Attendance-forms-and-templates). That information explains that the Local Authority Attendance Team is responsible for the enforcement of irregular school attendance on behalf of all Norfolk schools, and that under the national framework introduced on August 19th 2024, any pupil who accrues at least 10 sessions (5 school days) of unauthorised absence over a 10-week period could result in their parent/carers receiving a fixed penalty notice or prosecution in the magistrates court.

Our records show that you have received two fixed penalty notices within a 3-year rolling period. We are writing to remind you that a further period of unauthorised absence equivalent to the national framework within the same 3-year rolling period will not result in a further fixed penalty notice, but instead a referral to the Local Authority to consider prosecution under section 444 of the Education Act 1996. That could result in a criminal conviction with a fine of up to £2,500, and/or up to 3 months in prison.

Please consider this if you are planning any further time away in term time, and please contact [INSERT SCHOOL CONTACT] if you require any support with ensuring [CHILD’S NAME] regular school attendance.

Your sincerely,

[Name]

Head Teacher